

Ministry for Agriculture, Fisheries and Animal Rights

Ref: EOI/MAFA/226/2023/5

Expression of Interest for the Provision of a Stall serving Maltese platters and local wines during the Mnarja 2024 in Buskett

Date Published: 15<sup>th</sup> May 2024

Deadline for Submission: 29<sup>th</sup> May 2024 at 10.00 am CET/CEST

EOI Opening: 29<sup>th</sup> May 2024 at 10:30 am CET/CEST

May 2024

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## 1. Introduction

The Ministry for Agriculture, Fisheries and Animal Rights notifies that it is receiving expressions of interest for the provision of a stall serving Maltese platters and local wines during the Mnarja 2024 event being held in Buskett between the 28<sup>th</sup> and the 29<sup>th</sup> of June 2024 at the times indicated in the below table.

<b>28<sup>th</sup> June</b>	<b>16:00 to 02:00</b>
<b>29<sup>th</sup> June</b>	<b>6:00 to 15:00</b>

Therefore, the MAFA is inviting prospective economic operators to express their interest in providing food and beverages to the attendees during the abovementioned event by applying in terms of this Expression of Interest.

## 2. Instructions to Prospective Economic Operators

### 2.1 General Instructions

1. In submitting an offer, the prospective economic operators accept in full and in its entirety, the content of this Expression of Interest, including any subsequent clarifications issued by the MAFA, irrespective of any conditions that the said economic operators might include in their own submissions.
2. Prospective economic operators are expected to examine carefully and comply with all the instructions, requirements and terms and conditions contained in this Expression of Interest.
3. Prospective economic operators are to duly fill in, endorse and submit the Application Form contained in Annex 2 of this Expression of Interest together with the required supporting documentation. Failure to submit an offer containing all the required information and documentation within the deadline specified herein may lead to the rejection of the offer. Offers containing incorrect information and/or missing the necessary supporting documentation would automatically be rendered invalid and would not be considered any further.
4. Prospective economic operators are to ensure that the contact details they give in the Application Form pertain to the person who, if successful, shall enter into an agreement with the MAFA for the provision of a Stall serving Maltese Platters and Local Wines during the Mnarja 2024.
5. In applying, economic operators undertake that their offer shall remain valid for a period of sixty (60) days from the submission deadline indicated in Section 2.2 below.

## 2.2. Timetable

Expression of Interest for participation opens on:	<b>15<sup>th</sup> May 2024</b>
Clarification requests may be submitted via email by <b>not later than:</b>	<b>24<sup>th</sup> May 2024</b>
Applications are to be submitted via email by <b>not later than:</b>	<b>29<sup>th</sup> May 2024 at 10:00 am CET/CEST</b>
<b>Opening of offers:</b>	<b>29<sup>th</sup> May 2024 at 10:30 am CET/CEST</b>
<b>Award Stage:</b> <i>The winning bidders will be notified by the end of the day on the 1<sup>st</sup> of June 2024.</i>	<b>1<sup>st</sup> June 2024</b>

Any clarification requests and/or completed applications need to be submitted via email at the following address: [epu.mafa@gov.mt](mailto:epu.mafa@gov.mt) indicating the following text in the subject field: *Expression of Interest for the Provision of a Stall serving Maltese Platters and Local Wines Mnarja 2024*. Applications may also be submitted by hand to the attention of The Events and Promotion Unit, Operations Directorate, Agriculture Research and Innovation Hub, Marsa.

The opening schedule shall be affixed on the notice board of the MAFA Meet and Greet at the AgriHub in the order of how the applications were received. Only the name of the economic operator who submitted an offer under this Expression of Interest shall be displayed on the said opening schedule; no prices shall be listed on such schedule.

Late and/or incomplete applications will not be considered.

## 2.3 Requirements

1. Each economic operator shall apply to cover both lots in Annex 1
2. The submission is to include all of the following:
  - a. A duly filled in and signed Application Form and Declaration (Annex 2);
  - b. List of products for sale;
  - c. Photos of products for sale;
  - d. Itemised price list;
  - e. VAT Certificate (if applicable);
  - f. Food Handling Certificate (if applicable);
  - g. Application Form for the Registration Food Premises in terms of the Food Safety Act (XIV/2002); and
  - h. Checklist (Annex 3).

Should one or more of the above requirements and/or fields be missing and/or incomplete, the submission shall automatically be rendered invalid and will not be considered further.

## 2.4 Selection and Evaluation

Each submission will be treated in strict confidence by the selection board and evaluated as per the below evaluation criteria:

<b>Evaluation Criteria</b>	<b>Marks</b>
Variety of food and beverage items <i>(Additional marks given to more diverse menus)</i>	25
Prices of food and beverage items <i>(Additional marks given to more cost-effective menu options)</i>	20
Presentation and hygienic conditions of food and beverage stall <i>(Additional marks will be given to cleanliness, organization, and the overall stall setup presentation)</i>	30
The prospective participant is offering a menu based on local produce.	25

Pass Mark: 70

Total Marks: 100

The MAFA reserves the right to select and/or reject any or all the submitted offers or to select multiple submissions as necessary to fulfill the needs outlined in this Expression of Interest document. Should none of the submissions be considered satisfactory, the MAFA reserves the right to assign the designated spaces to other economic operators who were not necessarily involved in this Expression of Interest. The decision of the MAFA in this regard is final and binding.

Any economic operators who fail to attend any day as per the schedule given in Section 1 above, will incur a penalty of €150 per day. If the economic operator fails to set up on the first day of the event (as per schedule), the economic operator will forfeit the guaranteed monies mentioned in Section 3.2 below and will not be allowed to set up later. Penalties will be deducted from the guaranteed monies mentioned in the said Section 3.2.

### **3. Terms and Conditions**

#### **3.1 Products and set-up**

1. The MAFA is seeking offers from economic operators who can match, with their offer, the ambiance, and quality of the Mnarja 2024 event.
2. Food and beverage offers should include a selection of local products as listed in Annex 1.
3. A menu with a brief description of each item must be provided. Food items should include a selection of items as listed in Annex 1. Once approved by the MAFA, the food and beverages list will be considered final.
4. The stall must clearly display a list of prices, at all times, for each item on sale in a prominent area where it is easily viewable by the public. The prices offered should reflect the current market practices.
5. The economic operator must ensure a sufficient supply of items for the whole duration of the event.
6. The economic operator must only sell items as approved by the MAFA and shall abide by the instructions given by the MAFA, before, during, and/or after the event as well as comply with all the regulations that may be in force at the time.
7. The economic operator must ensure that on the day of the event, all staff are wearing clean and adequate clothing.
8. The economic operator must also ensure that the stalls is set up to complement the surroundings. The MAFA reserves the right to request adjustments to the set-up of the stalls.
9. The stall must be equipped with a fire extinguisher and fire blanket.
10. The stall must be equipped with water basins and electrical requirements as requested by the Food Safety Commission.
11. Economic operator must be available for the duration of the whole event, that is from the 28<sup>th</sup> of June till the 29<sup>th</sup> of June 2024, dates and time as stipulated in this document.
12. The economic operator must comply with MAFA's given below:
  - a. Packaging should be kept at a minimum and no products having unnecessary packaging shall be used and/or promoted.
  - b. Using compostable disposables rather than single-use plastic.
  - c. All waste should be disposed of properly and responsibly in the separation bins available at the location.

- d. All wastewaters should be contained and disposed off accordingly by the same economic operator.
- e. Reduce energy consumption. Economic operators should opt for LED lighting wherever possible and investigate power-sourcing alternatives. Choose low-impact materials when procuring materials.

13. As required by law, all stalls should be registered with the Food Safety Commission.

### **3.2 Application Fee and Performance Guarantee**

The economic operator shall be liable to an application fee with respect to the lot/s he/she/it bids for. As such, applications will not be accepted, and will not be considered, if the application fee, as defined in the table contained in Annex 1 of this Expression of Interest, is not submitted together with the application. The said application fee will only be refunded if the bidder is not chosen to participate in the event and/or the event is cancelled.

Furthermore, as soon as the MAFA accepts the economic operator's offer, the same economic operator must submit a performance guarantee of two hundred euros (€200) which shall only be refunded at the end of the event less any penalties incurred, subject to adherence to all the terms and conditions of this Expression of Interest. The economic operator shall pay the performance guarantee to the MAFA strictly within five (5) working days of the MAFA's notification of acceptance. If payment of the said performance guarantee is not affected within the said five (5) working days, the MAFA reserves the right to disqualify the economic operator's offer and award the Expression of Interest to the other economic operator/s.

The above-mentioned application fee and the performance guarantee shall be paid using any of the below payment methods:

- Cash payable at the Events and Promotion Unit, Agriculture Research and Innovation Hub, Marsa, MRS 3000
- Cheques addressed to the Permanent Secretary, MAFA, sent/delivered to Events and Promotion Unit, Agriculture Research and Innovation Hub, Marsa, MRS 3000



### **3.3 Set-Up and Dismantling**

1. The successful economic operators must set up in the spaces indicated and agreed upon with the MAFA and must strictly not exceed the boundaries of the indicated spaces.
2. Each stall shall be **in the location instructed, set up and manned on the 28<sup>th</sup> of June by not later than 14:00**, no vehicle/machinery will be allowed to enter the area after, and equipment can only be moved after the stipulated times as indicated in the table given in Section 1 above.
3. It is not permissible to leave any parked commercial vehicles and/or machinery at the allocated spaces except for the food and beverage stalls themselves.
4. It is the responsibility of the economic operator to ensure that proper clean-up procedures are implemented and that no solid or liquid wastes whatsoever are left on site.
5. Every economic operator must provide its own equipment.
6. The successful economic operators must provide their own bins and respective bags to dispose of the waste generated during the event. Such waste is within the responsibility of the economic operator and must be taken care of as needed. The economic operator must provide both recycling bins, organic bins, and bins for general waste.
7. Any type of waste is to be collected and disposed of by the economic operator in accordance with local environmental regulations.

### **3.3 Permits and Licences**

1. The selected economic operator/s shall conform to all the applicable Maltese catering legislation including the local health and safety regulations, any licenses and/or permits required to sell/trade in accordance with the VAT regulations and all the regulations that may be in force at the time. The MAFA reserves the right to request the economic operator/s to provide specific documentation including any required licenses and/or permits. Failure to provide any requested documentation may lead to the automatic forfeiture of the contract by the selected economic operator/s and the MAFA shall have no obligation whatsoever vis-à-vis the same economic operator/s.
2. The selected economic operator/s shall be in possession of a valid Food Handling Certificate.
3. All members of staff serving food must be equipped with the necessary protective clothing and use gloves and any other form of protective hygienic gear.
4. All food items for sale must conform to the local sanitary regulations set by authorities and the applicant must have all the necessary licenses and permits so as to sell the product. Such permits may be requested at any time by the MAFA.

5. The selected economic operator selling alcohol must be in possession of a License for selling alcohol if any alcohol shall be sold by the stall. All necessary legal requirements are the responsibility of the applicant. The MAFA will not be liable for any action and/or fines incurred by the chosen applicant because of non-compliance with local regulations.

### **3.4 General Provisions**

1. If the selected economic operator/s is/are found to be in breach of the abovementioned terms and conditions, the MAFA and/or other competent local authorities may request it/them to close the stall and discontinue the sales with immediate effect. In such an event, the said economic operator/s will not be entitled to any compensation and shall be liable to settle any fines incurred by the competent local authorities. Any court proceedings resulting from any such breach/es shall be entirely borne by the economic operator/s concerned.
2. The selected economic operator/s shall have in place all the necessary insurance policies including public liability, which covers any form of risks including damage, loss, bodily harm, and/or death in relation to third parties. The MAFA shall not accept any liability whatsoever in any legal dispute because of the economic operators/s actions/omissions during the event. A copy of a valid public liability insurance policy shall be submitted to the MAFA upon contract endorsement. Failure to provide such documentation upon contract endorsement shall lead to the automatic forfeiture of the contract by the selected economic operator/s and the MAFA shall have no obligation whatsoever vis-à-vis the same economic operator/s.
3. The MAFA reserves the right to terminate the contract at any time and shall in so doing, not be necessarily obliged to provide a reason for the termination.
4. All Maltese Laws relevant to the activity must be observed by the selected economic operator.
5. The MAFA shall not be held responsible, under no circumstances, for any damage and/or theft that may occur including any penalties issued to the economic operator by any competent authority during the event.

## Annex 1: List of Lots and their Respective Application Fee

Lot	Stall/Bar	Minimum Stall/Bar Requirements	Area	<b>Application Fee</b> <i>(A one-time application fee confirming attendance for the entire event. This will only be applicable once economic operator has been selected)</i>
1	Maltese Platters Stall	<ul style="list-style-type: none"> <li>➤ Applicant will need to propose at least two (2) different types of Maltese platters to be served during Mnarja 2024;</li> <li>➤ Each platter is to be composed of at least a variety of six (6) different food products such as dips, local cheese, local sausage and cured meats, local olives, galletti, local fruit, ħelwa tat-tork etc;</li> <li>➤ It is important that all food is locally sourced and produced - necessary checks will be made by MAFA to ensure compliance;</li> <li>➤ Presentation of both stall and food is very important.</li> </ul>	2.5m x 2m  Wooden stall to be provided by MAFA	€150
2	Wine Bar	<ul style="list-style-type: none"> <li>➤ The Applicant will be requested to sell local wines but not limited to.</li> <li>➤ Applicant will need to offer at least eight (8) different types of wines as follows:               <ul style="list-style-type: none"> <li>○ Three (3) different local white wines;</li> <li>○ Three (3) different local red wines;</li> </ul> </li> </ul>	2.5m x 2m  Wooden stall to be provided by MAFA	

		<ul style="list-style-type: none"><li>○ One (1) local rose' wine;</li><li>○ One (1) local sparkling wine;</li></ul> <p>➤ At least four (4) out of the eight (8) local wines will need to be certified 'DOK Malta', 'DOK Gozo' and/or 'IGT Maltese Islands' wines. Refer to <a href="https://winesofmalta.gov.mt/">https://winesofmalta.gov.mt/</a></p> <p>➤ All wines should be properly chilled and served.</p>		
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## Annex 2: Application Form and Declaration

Expression of Interest for the Provision of a Stall Serving Maltese Platters and Local Wine during the Mnarja 2024

### Application Form and Declaration

#### Applicant Details:

<b>Name</b>	
<b>Surname</b>	
<b>Address</b>	
<b>ID Card Number</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	
<b>VAT Number</b>	
<b>Name of Company (if applicable)</b>	
<b>Company's Contact Number (if applicable)</b>	

#### Declaration

I / We hereby agree to abide by all the terms and conditions contained in the *Expression of Interest for the Provision of Stall serving Maltese Platters and Local Wines during the Mnarja 2024*.

I / We hereby declare that I do not fall under any of the grounds listed under Part VI of LN 352/2016 – Exclusion Grounds.

I / We declare that no subcontracting in connection with this Expression of Interest shall take place unless the prior written consent of the MAFA is obtained. I / We shall be solely responsible for the execution of the contract and for the delivery of the service as requested by the MAFA in accordance with the terms and conditions of this Expression of Interest. The MAFA reserves the right to request additional documentation and justification for subcontracting requests and may at its discretion accept or reject such requests.

I / We shall pay the Application Fee to the MAFA upon submission of this Application. If the Application Fee is not submitted together with this Application, the MAFA shall not consider this Application.

I / We bind myself/ourselves to be responsible for the allocated area and shall not assign this area to a third party not mentioned in the application, to take over in my / our name or in the name of my / our company.

I / We accept all the conditions contained in this Expression of Interest in their totality.

I/We declare that I/We have all the necessary permits and licenses to sell/trade, and that I/We declare that I/We are available throughout the ten (10) days of the event.

I / We declare that all information and documentation submitted as part of this Expression of Interest are true and correct. The submission shall automatically be rendered invalid and will not be considered further if any information provided is incorrect, inaccurate and/or false. In case of false declarations and/or documentation, the MAFA reserves the right to instigate legal proceedings against the economic operator.

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**Name and Surname of Applicant (In Block Letters)**

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**Signature of Applicant**

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**Date**

## **Annex 3: Checklist**

**The economic operator confirms that he/she/it has submitted the following as part of the submission:**

1. Application Form and Declaration (Annex 2);
2. List of products for sale (beverages and food/desserts menu);
3. Itemised price list;
4. Photos of Products;
5. Food Handling Certificate if Applicable;
6. VAT certificate if Applicable;
7. Application Form for the Registration Food Premises in terms of the Food Safety Act (XIV/2002); and
8. This Checklist Annex 3.

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**Signature of Applicant**

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**Date**