

EXPRESSION OF INTEREST

**FOR THE PROVISION OF A TRADITIONAL MALTESE FOOD
STALL DURING THE MNARJA 2022 EVENT**

MAFA/279/2022

Date Published: 3rd June 2022

Deadline for Submission: 14th June 2022 at 10:00am
CET/CEST

Opening of Offers: 14th June 2022 at 10:30am
CET/CEST

**MINISTRY FOR AGRICULTURE,
FISHERIES AND ANIMAL RIGHTS**

EVENTS AND PROMOTION UNIT
Agriculture Research & Innovation Hub, Ingiered Road, Luqa LQA 3300

Tel: 22924363 / epu.mafa@gov.mt

1. 1. INTRODUCTION

The 2022 edition of the Mnarja will be held in Buskett between **Tuesday 28th and Wednesday 29th June** and will be organized by the Events and Promotion Unit within the Ministry for Agriculture, Fisheries and Animal Rights (MAFA).

MAFA is inviting prospective economic operators to submit an application to register their expression of interest in providing a traditional Maltese food stall for the public as per the hereunder conditions.

Disclaimer:

Prospective applicants are to note that by submitting an application as specified below, they are confirming agreement to all of the terms and conditions related to the Expression of Interest for the provision of traditional Maltese food stall during the Mnarja 2022 event.

Prospective applicants are to note that although applications may be submitted, evaluated and contracts signed, in case of new restrictions on the hosting of the event published by the Health Department and/or inclement weather, the Event might be postponed or cancelled. In such a circumstance, the application and awardee fees may be refunded. No other compensation claims shall be entertained by MAFA.

The application shall be declared null if any information provided is incorrect and/or not verified.

2. 2 GUIDELINES

2.1 Instructions to Prospective Applicants

- a) Prospective applicants are to submit a duly filled in and endorsed Application Form for the provision of a traditional Maltese food stall.
- b) Prospective applicants are to ensure that the contact name on the Application Form is that of the individual who, if successful, shall enter into an agreement with MAFA for the provision of a traditional Maltese food stall during the Mnarja 2022 Event.
- c) Prospective applicants are encouraged to read the terms and conditions of this Expression of Interest.
- d) By submitting an application, it is understood that the applicant has read and is in agreement with the terms and conditions of this Expression of Interest and affirms all Declarations. No conditions and alterations to the requirements listed in this document shall be introduced / imposed by the applicant on MAFA.
- e) By submitting an application, applicants shall be confirming that their offer shall remain valid for a period of 90 days from the submission deadline.

2.2 Application Timetable

Expression of Interest for participation opens on	03/06/2022
Clarification requests may be submitted via email epu.mafa@gov.mt by not later than	08/06/2022 at 17:00
Applications are to be submitted by not later than	14/06/2022 at 10:00 am

The application needs to be submitted through the EOI box situated at the: **Agriculture, Research and Innovation Hub, Ingiered Road, Luqa LQA 3300.** indicating as a subject:

OFFER FOR THE PROVISION OF A TRADITIONAL MALTESE FOOD STALL - MNARJA 2022.

The opening of applications submitted will be on:
Tuesday 14th June 2022 at 10:30 am

An opening schedule shall be affixed on the notice board of the Agriculture Research and Innovation Hub in the sequence of how applications are opened. Only the name of the applicant submitting an application in connection with the Expression of Interest traditional Maltese food stall shall be displayed. Prices shall not be listed in the opening schedule.

Late or incomplete applications will not be considered.

2.3 Submission Requirements

The application is to include the following:

- A duly filled in and signed application form and declaration (Annex 1)
- Financial Bid (Annex 2)
- List of products for sale and itemized pricelist (Annex 3)
- Checklist (Annex 4)
- Food Handling Certificate

Should one or more of the listed requirements or fields be missing or incomplete, the submitted application shall be immediately disqualified and will not be considered further.

2.4 Selection and Evaluation

Each application will be treated in strict confidence by the Evaluation Board.

Evaluation Criteria

Evaluation Criteria	% Weighting
Variety of Products	30
Prices of Products	30
Financial Offer	40
Total Weighting	100

Some applicants may be put on a reserve list and contacted at a later date.

The Contracting Authority reserves the right to select and/or reject any or all of the submitted applications. Should none of the applicants be considered satisfactory, it reserves the right to assign the designated stalls to other economic operators (not necessarily involved in this Expression of Interest).

3. TERMS AND CONDITIONS

3.1 Products

- a) MAFA is seeking offers from applicants who can offer traditional Maltese food, such as fried rabbit, pork and other traditional Maltese food. **IT IS IMPORTANT THAT ALL FOOD IS LOCALLY PRODUCED AND VERIFICATION OF SUCH PURCHASE HAS TO BE SUBMITTED IF ASKED FOR.**
- b) The stall is to operate as follows:
 - Tuesday 28 June from 17:00 hrs to Wednesday 29 June at 02:00 hrs
 - Wednesday 29 June from 05:00 hrs to 14:00 hrs
- c) The stall must clearly display a list of prices for each item on sale in a prominent area where the public can easily view. Prices are to be compliant with local regulations.
- d) The applicant must only sell items as agreed upon and abide by the instructions that may be given by the Contracting Authority both before and after the activity.

- e) Ensure that the stall is visually set up to complement the event and is attractive and elegant. MAFA may add some props to the set-up to make it fit in better with the visual concept.
- f) The applicant must comply with the Mnarja 2022 Environmental Policy as listed below:
 - Packaging should be reduced at source. Do not use or promote products that have unnecessary packaging and reduce all packaging whenever possible. Packaging should be made of compostable materials.
 - Use compostable disposables. All food waste and paper disposables must be added to the compost bins.

3.2 Fees

The selected applicant shall pay together with the related offer, a guarantee sum of five hundred euro (€500) which shall be refunded at the end of the event, subject to adherence to the stipulated regulations.

Such sum is to be paid on acceptance together with bid.

Fees are refundable only in case of cancellation of the event.

3.3 Set-up and Dismantling

- a) The successful applicant must set up in the spaces as specified in the presence of the organizers and, once agreed on with MAFA, must not exceed the boundaries of these designated spaces.
- b) The **setting up of equipment** must be completed by **Tuesday 28th June 2022 by not later than 16:00 hours**. It is not permissible to leave any parked commercial vehicles and machinery at the allocated spaces except for the freezer/fridge truck.

- c) **The stall must be dismantled once the event has ended.** This entails also that by **Wednesday 29th June 2022 at 16:00 hours** the stall owner will have removed and cleaned any type of waste. It is the responsibility of the applicant to ensure proper clean-up procedures are implemented; no solid or liquid wastes are to be left on site or disposed in the soil and/or on the floor.
- d) The applicant must provide his or her own equipment. Electricity supply will be provided by MAFA for the operation of the stalls.
- e) The successful applicant must provide his own bins to use for the waste generated during service. This waste is within the responsibility of the applicant and must be taken care of as needed. The applicant must provide recycling bins as well as bins for general waste.
- f) Any type of waste is to be collected and disposed of by the economic operator in accordance with local environmental regulations. It is the responsibility of the selected economic operator to ensure proper clean-up procedures are implemented; no solid or liquid wastes are to be left on site or disposed of in the space.
- g) Other parking space can be arranged by MAFA and this will be close by but offsite.

3.4 Permits and Licenses

- a) The selected economic operator shall conform to local Health and Safety regulations, the regulations and legislation of the Maltese catering industry, any licenses and permits necessary to be eligible to sell/trade in accordance with the VAT regulations.
- b) Every individual serving food must wear the necessary protective clothing and use gloves and any other form of protective hygienic gear.
- c) 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 to sell the product. Such permits may be requested at any time by the Contracting Authority.
- d) The selected economic operator must have all the necessary legal requirements. The Contracting Authority will not be liable for any action or fines incurred to the chosen applicant because of non-compliance with local regulations.

- e) All Maltese Laws relevant to the activity must be observed by the selected economic operator.
- f) The selected economic operator shall have all the necessary insurance policies including public liability, which covers any form of risks including damage, loss, bodily harm, death in relation to third parties. The Contracting Authority shall not be involved in any legal dispute as result of the economic operator's operations in connection with event. A copy of a valid public liability insurance policy shall be submitted to the Contracting Authority **upon contract endorsement**. Failure to provide such documentation upon contract endorsement shall lead to the automatic forfeiting of the contract by the selected contractor and shall waive any obligation by MAFA.
- g) MAFA shall not be held responsible, under no circumstances, for any damage or theft that may occur including penalties issued by the competent authorities during the event.

**ANNEX 1
APPLICATION FORM AND DECLARATION**

EXPRESSION OF INTEREST

**FOR THE PROVISION OF A TRADITIONAL MALTESE FOOD
STALL DURING THE MNAJRA 2022 EVENT**

Name	
Surname	
Address	
ID Card Number	
Mobile Number	
Email Address	
VAT Number	
Name of Company (if applicable)	
Company Number (if applicable)	

DECLARATION

I / We hereby agree to all of the terms and conditions stipulated in the EXPRESSION OF INTEREST FOR THE PROVISION OF A TRADITIONAL MALTESE FOOD STALL DURING THE MNAJRA 2022 EVENT as listed in this document.

I / We hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016 – Exclusion Grounds.

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

As an applicant, I / We shall pay the Awardee Fee to MAFA once it has been accepted, within five (5) working days of the notification of acceptance. If payment is not affected in the stipulated date and time, the contracting authority reserves the right to disqualify the offer and award the stall to another applicant.

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 these conditions in their totality according to the organizers as stipulated.

I / We declare that all information and documentation submitted as part of this Expression of Interest are true and correct. The application shall be declared null if after any information provided is incorrect, falsified and not verified. The Contracting Authority reserves the right to instigate legal proceedings against the applicant in case of submission of false declarations and documentation.

I / We hereby agree to submit the application form and list of items to be sold as well as price lists.

Name and Surname of Applicant (block letters) _____

Signature of Applicant: _____

Date: _____

ANNEX 2
FINANCIAL BID

The financial bid for the for the provision of a traditional Maltese food stall must not be less than six hundred euro (€600).

My/our offer is that of: € _____

Name and Surname of Applicant (block letters) _____

Signature of Applicant: _____

ID card No.: _____

ANNEX 3
LIST OF PRODUCTS FOR SALE AND THEIR RESPECTIVE PRICE

Product	Price

**ANNEX 4
CHECKLIST**

The applicant confirms that he/she has submitted the following as part of the application form:

Mark as applicable

- Application Form and Declaration (Annex 1)
- Financial Bid (Annex 2)
- List of products for sale and itemized Pricelist (Annex 3)
- Food Handling Certificate
- This Checklist

Signature:

Date: