



MINISTRY FOR THE ECONOMY, INVESTMENT
AND SMALL BUSINESSES

Call for Request for Proposals

For the Engagement of an Event's Organiser for B2B EXPO 2018.

Reply to Clarifications

21st July 2017

Q 1. Please define what are “the various sectors of Malta’s economy”

By the term “various sectors of Malta’s economy”, MEIB is understanding all those Economic Clusters that may help to promote Malta as a place where business is welcome and further enhances the ideal environment for such businesses to thrive leading to economic growth.

Q2. What type of exhibition material is expected from the invited business partner? Are they expected to bring with them physical products on site or just an exhibition stand for the firm?

It is the responsibility of the Proponent to identify the ideal exhibition material and exhibition stands in the Proposal.

Q3. If it is a B2B Expo, what is the intention of inviting 1,000 delegates?

The intention to have 1,000 delegates is to maximise the show casing of the products or services and to provide a networking opportunity to participants and exhibitors.

Q4. The Eur 200,000 of financial support does this includes/excludes VAT?

As indicated in Section 1 of the same RFP this Ministry will provide only a financial sponsorship up to € 200,000 inclusive of any VAT.

Q5. Who are the MEIB team members and what support will be given to the selective proponent?

The MEIB team will be composed by a number of senior Ministry officials. Their role will be to monitor and provide guidelines to the Preferred Proponent.

Q6 . Is there any suggestions to the proportion of speaking time to the networking time?

It the responsibility of the Proponent to submit the proposed programme and layout for the whole event.

Q7. On page 3 it stated geographical area to be covered is Malta however on page 4 under [2b] Preparation for the event; Marketing of Event it states “implement a customised international campaign”. Please advise which area you’d like to target.

The event is expected to take place in Malta whilst the Marketing of Event should include both Malta and international sphere.

Q8. Will the delegates be charged an entrance fee?

It is the responsibility of the Proponent to identify the ideal option in the Proposal.

Q9. Will the exhibitors need to pay a sponsorship?

It is the responsibility of the Proponent to identify the ideal option in the Proposal.

Q 10. For the various marketing material, does the contracting authority has a specific artwork?

It expected that the Proponent provides a number of options which will be discussed and agreed with MEIB Team members.

Q11. From the 1,000 delegates, how much foreign guests are being expected?

As stated in the RFP 1000 participants should be nationals.

Q 12. What is the definition of VIP delegate? Will the speakers be classified as VIP or non-VIP?

The VIP status will be agreed once the attendance and speakers list is finalised and agreed with the MEIB team.

Q 13. In the coordination of the event what availability MEIB staff will have in order to get speedy approval for the organisers request

The MEIB Team will have close collaboration and coordination with the Preferred Proponent.

Q 14. Indicate the suggested master-class subject-matter experts that will conduct the specific sessions for participants – kindly can you clarify what you mean by suggested master – class subject matter please?

It is the responsibility of the Proponent to submit a list of proposed themes and master class speakers.

Q 15. Regarding the RFP in the section “Financial Standing” what documentation do you require for submission with this application.

The Proponent shall provide proof of its financial capacity and ability to undertake and successfully carry out the responsibilities related with this RFP. To satisfy this requirement, the Proponent shall submit appropriate information together with the Proposal.

Q 16. Will all sectors and industries (hospitality, gaming, etc...) be targeted by this expo or does MEIB already have some in mind? This is specifically related to which exhibitors and speakers you are looking to invite.

MEIB expects that all those Economic Clusters that may help to promote Malta as a place where business is welcome and further enhances the ideal environment for such businesses to thrive leading to economic growth are targeted.

Q 17. Do you have a list of companies/speakers that must be invited?

It is the responsibility of the Proponent to identify the lists of companies and speakers.

Q 19. Can we have more information about the main subject of this expo?

The B2B EXPO is expected to provide a professional networking market place where companies can have a forum where businesses can meet, do business and build a network which may lead to beneficial cooperation between those present and where such companies can access a variety of services which they or their clients may require.

Q 20. Should the 100 exhibitors all be national/international or mixed?

It is the responsibility of the Proponent to propose the ideal option in order to maximise the scope of the B2B EXPO.

Q 21. Should the 1000 participants all be national/international or mixed?

As stated in the RFP 1000 participants should be nationals.

Q 22. Will all participants automatically be accepted or will there be a screening process? Who is responsible for screening the delegates?

Screening should take place between the Preferred Proponent and MEIB Team members.

Q 23. Should the speakers all be national/international or mixed?

It is the responsibility of the Proponent to identify the most suitable speakers.

Q 24. Please clarify whether international refers to mainland Europe or to the rest of the world?

By international it means mainland Europe and the rest of the world.

Q 25. Do we need to create a visual identity for this exhibition?

It is expected that the Proponent provides a number of options which will be discussed and agreed with MEIB Team members.

Q 26. Are we responsible for inviting press? And issuing a press release prior to the event?

It is the responsibility of the Proponent to invite the press for the B2B EXPO.

Q 27. Will the website need to accept payment?

This dependent on the proposed strategy of the Proponent.

Q 28. Do you want a live streaming on the website or just few videos after the event?

It is the responsibility of the Proponent to propose the most advantageous methods to increase visibility of this event.

Q 29. Will you need a facebook page? Linked in? twitter?

It is the responsibility of the Proponent to propose the most advantageous methods to increase visibility of this event.

Q 30. Will there be any content on the website which is to be accessible only to accepted participants?

The website should be accessible to the general public.

Q 31. Who is responsible to find a suitable venue?

It is the responsibility of the Proponent to identify and proposed a suitable venue.

Q 32. Does a 5* venue mean a 5* hotel or can it be one of the other luxurious venue?

This is left at the discretion of the Proponent.

Q 33. Does Proponent need to quote for this venue?

It is the responsibility of the Proponent to identify and proposed a suitable venue. As stated in the same RFQ, this Ministry will provide only a financial sponsorship up to € 200,000.

Q 34. What is the required layout of the venue? Size in sqm per room, will the presentation take place in the exhibition area or are separate room required, if so how many room?

It is the responsibility of the Proponent to submit the proposed layout in order to attain the objectives of the B2B EXPO.

Q 35. Who is responsible to find a suitable caterer?

It is the responsibility of the Proponent to identify and propose a caterer.

Q 36. Does Proponent need to quote for this caterer?

It is the responsibility of the Proponent to identify and propose a suitable caterer. As stated in the same RFQ, this Ministry will provide only a financial sponsorship up to € 200,000.

Q 37. What is the required catering? Coffee break, lunch, drinks...What set up?

It is up to the Proponent to propose the catering options in line with the same proposed programme and layout.

Q 38. Who is responsible to find a suitable AV supplier?

It is the responsibility of the Proponent to identify a suitable AV supplier.

Q 39. Does Proponent need to quote for this AV equipment?

It is the responsibility of the Proponent to identify and proposed a suitable AV supplier. As stated in the same RFQ, this Ministry will provide only a financial sponsorship up to € 200,000

Q 40. What AV is required? Wifi, presentation equipment for the speakers, sound system for the whole venue or just the presentation, exhibitors' screen, extention plugs, adaptors, ...

It is up to the Proponent to propose the required AV equipment for the whole event in line with the same proposed programme and layout.

Q 41. Who is responsible for the set up (exhibitor stand, signage, promotional banners, roll up, carpeting, furniture, back drop, ... ?)

The Proponent will be responsible for the whole set up.

Q 42. Does Proponent need to quote for this set up?

It is the responsibility of the Proponent to identify and propose the necessary set up. As stated in the same RFQ, this Ministry will provide only a financial sponsorship up to € 200,000.

Q 43. Do you already have a specific set up in mind that we have to quote for?

It is the responsibility of the Proponent to identify and propose the necessary set up. As stated in the same RFQ, this Ministry will provide only a financial sponsorship up to € 200,000.

Q 44. Who is responsible to find hostesses?

The Proponent will be responsible for find and organize hostesses.

Q 45. Does Proponent needs to quote for this hostesses?

It is the responsibility of the Proponent to find hostesses. As stated in the same RFQ, this Ministry will provide only a financial sponsorship up to € 200,000.

Q 46. Do they need to have a uniform, if yes what kind of uniform and who is taking care of it?

It is the responsibility of the Proponent to provide necessary uniforms.

Q 47. Do they need to speak a specific language?

It is the responsibility of the Proponent to provide hostesses that are able to communicate fluently in the Maltese and English language.

Q 48. Will there be a fee for the participant to attend?

It is the responsibility of the Proponent to identify the ideal option in the Proposal.

Q 49. Will there be a fee for the exhibitor to exhibit?

It is the responsibility of the Proponent to identify the ideal option in the Proposal.

Q 50. How much are you willing to pay for the speaker? Will you cover their flight, accomodation, transportation, food...

It is the responsibility of the Proponent to identify and propose speakers and to cover all necessary expenses. As stated in the same RFQ, this Ministry will provide only a financial sponsorship up to € 200,000.

Q 51. Is there any specific treatment for the VIP, separate lounge, gift, transportation, ...

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The VIP status will be agreed once the attendance and speakers list is finalised and agreed with the MEIB team

Q 52. Who is responsible to find a suitable transportation supplier?

It is the responsibility of the Proponent to identify a suitable transportation supplier.

Q 53. Does Proponent need to quote for this transportation?

It is the responsibility of the Proponent to find transportation supplier. As stated in the same RFQ, this Ministry will provide only a financial sponsorship up to € 200,000.

Q 54. Will it be for airport transfer or hotel to exhibition venue?

It the responsibility of the Proponent to propose logistical arrangements with regards to transport in the Proposal.

Q 55. Will it be for everyone for the transport

It the responsibility of the Proponent to propose logistical arrangements with regards to transport in the Proposal.

Q 56. What kind of insurance are you looking for? Does it need to covered the venue only or MEIB to organise this conference? Or each individual delegate?

It the responsibility of the Proponent to propose the necessary insurance coverage in the Proposal. Furthermore, it is deemed necessary to clarify that MEIB will be supporting the B2B EXPO through a financial sponsorship up to € 200,000, however the Preferred Proponent/ Event's Organiser will be responsible to organise this event.

Q 58. Does the agenda need to be printed and distributed onsite to each delegates?

It is the responsibility of the Proponent to identity the ideal method in the Proposal.

Q 59. Do you want a branded lanyard?

It is the responsibility of the Proponent to identity the ideal method in the Proposal.

Q 60. Do you want a plastic transparent pocket for badges, with a plain printed paper/card?
Or does this need to be printed on laminated plastic card?

It is the responsibility of the Proponent to identify the ideal method in the Proposal.

Q 61. Do the name badges need to have a QR code, photos, in this case will the QR code be for organisation purposes (for the hostesses/security) or for networking purposes, in which case the delegates will need to have a specific exhibition app.

It is the responsibility of the Proponent to identify the ideal method in the Proposal.

Q 62. Who is responsible to find a suitable security company?

The Proponent will be responsible to identify a suitable security company.

Q 63. Does Proponent needs to quote for the security?

It is the responsibility of the Proponent to find a suitable security company. As stated in the same RFQ, this Ministry will provide only a financial sponsorship up to € 200,000

Q 64. What level of security are you expecting? (sniffer dogs, police, ...)

It is the responsibility of the Proponent to identify the ideal level of Security in the Proposal.