

Request for Quotation - Malta SME Week 2014

Background

The Malta SME Week will be held for the sixth consecutive year. During this period, several events are held to provide insight into what the EU and national institutions offer to support micro, small and medium-sized businesses. This week aims to generate public awareness, especially amongst those people who wish to start a business or are already in business and wish to grow and expand their business activities. The SME Week is organized by the Ministry for the Economy, Investment and Small Business (MEIB).

This year, the Malta SME Week will be held between the 20 and 26 October 2014 and amongst other things aims to:

- provide information on what the EU and national, regional and local authorities are offering as support to micro, small and medium-sized businesses;
- promote entrepreneurship so that more people, and in particular younger ones, seriously consider becoming an entrepreneur as a career option;
- give recognition to entrepreneurs for their contribution to Europe's welfare, jobs, innovation and competitiveness

Scope of the Work

The logistics for the SME Week events usually involve the design and setting-up of a backdrop, screen projection or plasma and in some occasions also top-table and chairs, as well as gazebos when the event is held outdoors.

The interested bidder must be able to potentially cater for more than one event on the same day.

The scope of this request for quotation is to engage an interested bidder to take on all the Ministry's SME Week events from design stage, production, installation and dismantling as advised by the responsible Ministry Official. The selected contractor will enter into an agreement for the duration of the SME Week which will be held between the 20 - 26 October 2014 and all the preparatory work leading to this week. The contractor has to be ready to accommodate the requests made by MEIB for up to a maximum of 24 hours. Events organized during this week are normally either day or half-day events.

The request for quotation includes the following specifications:

- Hiring of 4m x 4m gazebos with UV filter ceiling
- Platform covering 8m x 4m
- Carpet covering platform 8m x 4m



- Carpet per square meter
- Artwork and printing of backdrop 3m x 1.5m
- Hiring of nomadic stand for backdrop installation
- Design and printing of poster for roll-up banner stand (0.80 width x 2m height), install on an existing stand including retrieving/delivery from MEIB offices, Marsa
- Hiring of Projector + Screen (3m x 1.5m)
- Hiring of LCD 46 inch screen with stand and remote, on connection with computer
- Hiring of P.A. system, 2 roving mikes and 3 desk mikes
- Hiring of modern, contemporary top-table and 5 executive chairs
- Hiring of round tables for 6 persons, price per table
- Hiring of rectangle tables 1.8m x 0.6m, price per table
- Hiring of elegant chairs for invitees, price per chair
- Hiring of podium (contemporary style)
- Stand-by technician per hour

Installation and dismantling of set-ups are to be included in the above prices.

The Bidder is kindly requested to submit an itemized quotation from design to installation and dismantling of setup, highlighting the costs per item, differentiating between the sizes of the items listed above. Kindly note that MEIB is not bound to procure each item. MEIB has the right to select the above listed items according to the needs of the SME Week.

Other additional requests of items not listed above will be paid separately following a request by MEIB for quotation. This, however, cannot be construed to mean that MEIB is entering into an exclusive agreement for these services with the Company.

Additional Requirements

Interested parties, when submitting their interest, are expected to provide a complete comprehensive response to this request for quotation.

The proposal submitted for this request for quotation should clearly address each of the following requirements:

1. A list of all subcontractors that will be used for projects under this request for quotation and a sample of their respective works
2. A short profile of the bidder and business activities

Quotes will be received until the 1st of August 2014 by email on smeweek.meib@gov.mt