

REFERENCE NUMBER:

PG/COMMS 776/25



TITLE: ANIMATORS FOR PROJECT GREEN EVENT

Date Published:

28th October 2025

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

3rd November 2025

at 11:00 hrs CEST

Project Green

Avenue 77, Triq Negoju, Zone 3
Central Business District, Birkirkara CBD3010
<https://projectgreen.mt>

Section 1: Instructions to Economic Operators

- 1.1 Response to this RfQ is to be submitted by email on the following email address:
Procurement.pg@projectgreen.mt
- 1.2 All submissions will be dealt with in strictest confidence.
- 1.3 Participation Fee is Free.

Note: The Contracting Authority shall reserve the right to accept or reject offers exceeding €5,000 exclusive of VAT.

Section 2: General Information

2.1 Purpose

The purpose of this RfQ is the **provision of animators/performers for our upcoming event, which will take place on Friday, 7th November.**

2.2 Scope and Terms & Conditions

The event will take place on the 7th of November at Kirkop, from 9:00am till 11:00am, the animators must arrive by 8:00am for preparation.

The Contractor shall be subject to a penalty for delay of €50 per day inclusive of Saturdays, Sundays and Public Holidays for any delays over the period of performance stated above. The Contracting Authority reserves the right to terminate the contract without notice when the penalties reach a value amounting to 30% of the contract price.

2.3 Specifications

2.3.1 Required Performers: 3 (preferably 2 male & 1 female)

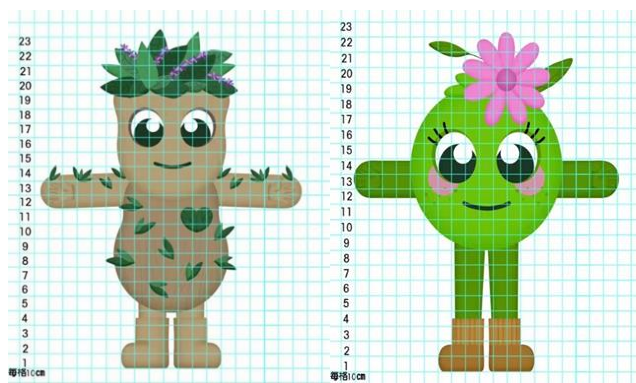
2.3.2 Responsibilities:

- 2 animators in costumes at a time (photo opportunities, greeting guests, light animation/interaction, roaming entertainment).
- 1 animator at the stands assisting with games and mascots.

2.3.3 Logistics:

- Transport to/from the venue to be provided by the animators.
- Costumes will be stationed on site

Your bid must include total cost for 3 performers over 3 hours (including preparation hour) along with any other additional charges.



Each grid is 10cm.

The costume being a plush one allows for different sizes to be worn (as it's a dress up not inflatable). But suggested human height should be 165-175cm. It also has some fans to cool you off a bit.

2.4 Execution Period

- 2.4.1 The time-limit for the execution of the contract shall be on the 7uth of November as indicated in article 2.1.

Section 3 Financial Offer

3.1 Financial Offer

The Economic Operator shall fill-in and submit their offer by filling the Form marked as '[Financial Bid Form](#)'. The Contracting Authority reserves the right to disqualify bidders who fail to submit or provide all the requested information requested in the '[Financial Bid Form](#)'.

Economic Operators must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. VAT shall be paid in accordance with the current VAT regulations.

3.2 Criteria for Award

- 3.2.1 The sole award criterion will be the price. The contract will be awarded to the bidder submitting the cheapest priced offer satisfying the requested administrative and technical criteria.

The Contracting Authority reserves the right to accept or reject financial offers exceeding the estimated procurement value based on the current market rates.

The Contracting Authority reserves the right to disqualify offers received late even though they might be technically and financially compliant (please refer to the cover page of this RfQ for the respective deadlines).

Furthermore, the Contracting Authority reserves the right to refuse or cancel this RfQ, in part or in full, at its discretion without any obligation.

3.3 Clarification meeting / Site-visit

3.3.1 No Clarification meeting/site visit will be held.

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