

REFERENCE NUMBER:

PG/COMMS 896/25



TITLE: RENTAL OF ANIMATORS FOR 12TH DECEMBER

Date Published:

03rd Dec 2025

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

9th Dec 2025

at 12:00 hrs (Noon)

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 **Rental of Animators for Project Green stall at Christmas in the Park event on 12th December**

2.2 Scope and Terms & Conditions

The event will take place on the 12th December at Salina Park from 16:00 till 22:00.

2.3 Specifications

2.3.1 Responsibilities:

-4 Animators who shall be responsible for manning the stand, carrying out arts and crafts activities with children as well as any other games and activities as directed on the day by the Contracting Authority representative

Logistics:

- Transport to/from the venue to be provided by the animators.

2.4 Execution Period

- 2.4.1 The time-limit for the execution of the contract shall be on the 12th of December 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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