

REFERENCE NUMBER:

PG/HR 28/26



**TITLE: PUBLIC SPEAKING AND PRESENTATION
SKILLS TRAINING**

Date Published:

2nd March 2026

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

9th March 2026

at 23:45 hrs CEST

Project Green

Avenue 77, Triq Negozju, 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 **Public Speaking and Presentation Skills Training**.

2.2 Scope and Terms & Conditions

N/A

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 Project Green is looking for a **qualified training provider to deliver public speaking and presentation skills training for a diverse group of participants**. Attendees hold varying roles and responsibilities and are sometimes required to present information to a range of audiences, including media, government ministers, members of the public, and children. The aim of the training is to improve participants' confidence, clarity, engagement, and presentation skills when communicating in different formal and informal settings.

- 2.3.2 Number of attendees: **28-30**

- 2.3.3 Training should be delivered **in person at our Head Office** and ideally it is delivered across multiple days / half days to allow flexibility.

- 2.3.4 Interested bidders must **provide the course content including proposed training structure**.

2.4 Execution Period

- 2.4.1 The time-limit for the execution of the contract shall be by the end of 2026.

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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