

**REFERENCE NUMBER:**

PG/CEO 461/26



**TITLE: EXECUTIVE COMMITTEE OFFSITE EVENT IN GOZO**

**Date Published:**

7<sup>th</sup> May 2026

**Site Visit:**

N/A

N/A

**Deadline for Submission of Offers:**

11<sup>th</sup> May 2026

at 23:45hrs CEST

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## 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](mailto: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 Executive Committee Offsite event in Gozo**.

#### **2.2 Scope and Terms & Conditions**

##### Event Details:

- **Date:** 14<sup>th</sup> May 2026
- **Time:** 09:30-17:00
- **Number of Participants:** 12

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 Transport from Mġarr to the venue and return.
- 2.3.2 Secure storage for participants' belongings during the business meeting outside the venue.
- 2.3.3 Lunch service: 13:00-16:00
- 2.3.4 Preferably an exclusive venue with natural light (rooftop setting preferred).
- 2.3.5 Three-course lunch including beverages.

#### **2.4 Execution Period**

- 2.4.1 The execution of the contract shall take place on **Thursday 14<sup>th</sup> May 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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