

Ministry for the Environment, Energy and Enterprise

Ref: EOI/MEEE/1/2023

Expression of Interest for the provision of food and/or drinks stalls
during the 2nd edition of *Lejla fil-Park* Event

Date Published: 22nd August 2023

Deadline for Submission: 4th September 2023, 10:00am CET/CEST

EOI Opening: 4th September 2023, 10:30am CET/CEST

August 2023

1. Introduction

The Sustainable Development Directorate within the Ministry for the Environment, Energy and Enterprise (hereinafter referred to as the 'MEEE') will be once again organising the *Lejla fil-Park* event on 29th September 2023 between 17:00 and 21:00.

The abovementioned event is part of the European Sustainable Development Week and shall be focusing on activities related to sports and physical activities as well as nutrition and medical examinations. The aim of the said event is to raise awareness about Sustainable Development Goal 3: Good Health and Well-Being.

The abovementioned event will be held in San Klement Park, Zabbar and there are no food and/or drink outlets in the area to cater for the people expected to attend the same event. Therefore, the MEEE is inviting prospective economic operators to express their interest in providing food and/or drink stalls and food services to the attendees during the said event by submitting an application in terms of this Expression of Interest.

2. Instructions to Prospective Economic Operators

2.1 General Instructions

1. In submitting an offer, the prospective economic operator accepts in full and in its entirety, the content of this Expression of Interest, including any subsequent clarifications issued by the MEEE, irrespective of any indications that the economic operator might include in its own submission.
2. Prospective economic operators are expected to examine carefully and comply with all the instructions, requirements and terms and conditions contained in this Expression of Interest.
3. Prospective economic operators are to duly fill in, endorse and submit the Application Form contained in Annex 1 of this Expression of Interest together with the required supporting documentation. Failure to submit an offer containing all the required information and documentation within the deadline specified may lead to the rejection of the offer. Offers containing incorrect information and/or missing the necessary supporting documentation would automatically be rendered invalid.
4. Prospective economic operators are to ensure that the contact details which they give in the Application Form pertain to the person who, if successful, shall enter into an agreement with the MEEE for the provision of food and/or drink stalls during the *Lejla fil-Park* event.
5. In submitting an application, economic operators undertake that their offer shall remain valid for a period of sixty (60) days from the submission deadline.

2.2 Timetable

Expression of Interest for participation open on:	22 nd August 2023
Clarification requests may be submitted via email by not later than:	28 th August 2023 cob
Applications are to be submitted via email by not later than:	4 th September 2023, 10:00am CET/CEST
Opening of offers:	4 th September 2023, 10:30am CET/CEST

Any clarification requests and/or the completed applications need to be submitted via email at the following address: sustainabledevelopment@gov.mt indicating the following text in the subject field: *Expression of Interest for the Provision of Food and/or Drinks Stalls during the Lejla fil-Park Event.*

The opening schedule shall be published on the notice board of the MEEE in the order of how the applications were received. Only the name of the economic operator who submitted an offer under this Expression of Interest shall be displayed on the said opening schedule; no prices shall be listed on such schedule.

Late and/or incomplete applications will not be considered.

2.3 Requirements

1. Each economic operator may only apply for one (1) food and/or drink stall.
2. The submission is to include the following:
 - a. A duly filled in and signed Application Form and Declaration (Annex 1);
 - b. List of products for sale (drinks menu and/or food menu);
 - c. Itemised price list;
 - d. Photos/sketch illustrating the food and/or drink stall, and
 - e. Checklist (Annex 2).

Should one or more of the above requirements and/or fields be missing and/or incomplete, the submission shall automatically be rendered invalid and will not be considered further.

2.4 Selection and Evaluation

Each submission will be treated in strict confidence by the selection board and evaluated as per below evaluation criteria:

Evaluation Criteria	% Weighting
Variety of food and/or drink items	40
Prices of food and/or drink items	40
Design of food and/or drink stall	20
Total Weighting	100

Spaces will be awarded according to the logistical requirements set up by the MEEE for the event. Some economic operators may be put on a reserve list and contacted at a later date.

The MEEE reserves the right to select and/or reject any or all of the submitted offers or to select multiple submissions as necessary to fulfil the needs outlined in this Expression of Interest document. Should none of the submissions be considered satisfactory, the MEEE reserves the right to assign the designated stalls to other economic operators who were not necessarily involved in this Expression of Interest. The decision of the MEEE in this regard is final and binding.

Any economic operators who fail to attend on the day of the event will incur a penalty of €250.

3. Terms and Conditions

3.1 Products

1. The MEEE is seeking offers from economic operators who can match, with their offer, the ambience and quality of the *Lejla fil-Park* event.
2. Food and/or drink offers should include a selection of healthy and nutritious food and/or drink items.
3. Food and/or drink stands must provide a menu with a brief description of each item. Food items should include a selection of snacks, meals and desserts. The menu must include healthy options, including vegan/dairy-free and gluten-free options in their selection. Once approved by the MEEE, the food and/or drinks list will be considered final.
4. Each stand must clearly display a list of prices for each item on sale in a prominent area where it is easily viewable by the public. The prices offered should reflect the current market practices.
5. The economic operator must only sell items as approved by the MEEE and shall abide by the instructions given by the MEEE, before, during and/or after the event.
6. The economic operator must ensure that on the day of the event all staff is wearing clean and adequate clothing.
7. The economic operator must also ensure that the stall is set-up to complement the surroundings and is in a neat, attractive and elegant manner with no visible advertisements and/or branding, except for the name of the stall. The MEEE reserves the right to request adjustments to the set-up of the stall.
8. All food stalls must be equipped with a fire extinguisher and a fire blanket.
9. The economic operator must comply with the MEEE's policy as listed below:
 - a. Packaging should be kept at a minimum and no products having unnecessary packaging shall be used and/or promoted.
 - b. Using compostable disposables rather than single-use plastic.
 - c. All waste should be disposed of properly and responsibly in the separation bins available at the location.
 - d. Economic operators are encouraged to consider adopting a lower price for the refilling of reusable cups brought by the attendees, but this is not mandatory.

3.2 Set-Up and Dismantling

1. The successful economic operators must set up in the spaces indicated and agreed upon with the MEEE and must strictly not exceed the boundaries of the indicated spaces.
2. The setting up of the stalls/equipment must be completed on 29th September 2023 by not later than 17:00 hours. No vehicles and/or machinery will be allowed to enter the area after.
3. The stalls/equipment must be dismantled once the event has ended. This entails that by 29th September 2023 at 22:30 hours every successful economic operator will have removed and cleaned any type of waste. It is the responsibility of the economic operator to ensure proper clean-up procedures are implemented and that no solid or liquid wastes whatsoever are left on site.
4. Every economic operator must provide their own equipment. The use of charcoal burners and open flame cooking devices is strictly prohibited. Electrical supply will be provided by the MEEE for the operation of the stalls.
5. The successful economic operators must provide their own bins to dispose of the waste generated during the event. Such waste is within the responsibility of the economic operator

and must be taken care of as needed. The economic operator must provide both recycling bins, organic bins and bins for general waste.

6. Any type of waste is to be collected and disposed of by the economic operator in accordance with local environmental regulations.
7. Upon request the MEEE can provide a nearby space for storage.

3.3 Permits and Licences

1. The selected economic operator/s shall conform to all the applicable legislation including the local health and safety regulations, any licenses and/or permits required to sell/trade. The MEEE reserves the right to request the economic operators to provide specific documentation including any required licenses and/or permits. Failure to provide any requested documentation may lead to the automatic forfeiture of the contract by the selected economic operator and the MEEE shall have no obligation whatsoever vis-à-vis the same economic operator.
2. The selected economic operator/s shall be in possession of a valid Food Handlers Certificate.
3. All members of staff serving food must use gloves and/or any other form of hygienic gear.

3.4 General Provisions

1. If the selected economic operator/s is/are found to be in breach of the abovementioned terms and conditions, the MEEE and/or other competent local authorities may request it/them to close the stall and discontinue the sales with immediate effect. In such an event, the said economic operator/s will not be entitled to any compensation and shall be liable to settle any fines incurred by the competent local authorities. Any court proceedings resulting from any such breach/es shall be entirely borne by the economic operator/s concerned.
2. The selected economic operator/s shall have in place all the necessary insurance policies including public liability, which covers any form of risks including damage, loss, bodily harm, death in relation to third parties. The MEEE shall not accept any liability whatsoever in any legal dispute as result of the economic operators/s actions/omissions during the event. A copy of a valid public liability insurance policy shall be submitted to the Contracting Authority upon contract endorsement. Failure to provide such documentation upon contract endorsement shall lead to the automatic forfeiture of the contract by the selected economic operator and the MEEE shall have no obligation whatsoever vis-à-vis the same economic operator.
3. The MEEE reserves the right to terminate the contract at any time and shall in so doing, not be necessarily obliged to provide a reason for the termination.

Annex 1: Application Form and Declaration

Expression of Interest for the Provision of Food and/or Drinks Stalls during the *Lejla fil-Park* Event

Application Form and Declaration

Applicant's Details

Name	
Surname	
Address	
ID Card Number	
Mobile Number	
Email Address	
VAT Number	
Name of Company (if applicable)	
Company's Contact Number (if applicable)	

Declaration

I / We hereby agree to abide with all the terms and conditions contained in the *Expression of Interest for the Provision of Food and/or Drinks Stalls during the Lejla fil-Park Event*.

I / We hereby declare that I do not fall under any of the grounds listed under Part VI of LN 352/2016 – Exclusion Grounds.

I / We declare that no subcontracting in connection with this Expression of Interest shall take place unless the prior written consent of the MEEE is obtained. I / We shall be solely responsible for the execution of the contract and for the delivery of the service as requested by the MEEE in accordance with the terms and conditions of this Expression of Interest. The MEEE reserves the right to request additional documentation and justification for subcontracting requests and may at its discretion accept or reject such requests.

I / We declare that all information and documentation submitted as part of this Expression of Interest are true and correct. The submission shall automatically be rendered invalid and will not be considered further if any information provided is incorrect, inaccurate and/or false. In case of false declarations and/or documentation, the MEEE reserves the right to instigate legal proceedings against the economic operator.

Name and Surname of Applicant (In Block Letters)

Signature of Applicant

Date

Annex 2: Checklist

The economic operator confirms that he/she/it has submitted the following as part of the submission:

1. Application Form and Declaration (Annex 1);
2. List of products for sale (drinks menu and/or food menu);
3. Itemised price list;
4. Photos/sketch illustrating the food and/or drink stall, and
5. This Checklist.

Signature of Applicant

Date