Ministry for the Environment, Energy, and Enterprise

Ref: EOI/MEEE/240/2023/6

Expression of Interest for Artisans during the Christmas in the Park Event

Date Published: 7th November 2023

Deadline for Submission: 17th November 2023 at 10.00 am CET/CEST

EOI Opening: 17th November 2023 at 10:30 am CET/CEST

November 2023

1. Introduction

The Ministry for the Environment, Energy, and Enterprise notifies that it is receiving expressions of interest from artisans for the *Christmas in the Park* event being held at Salini Park between the 8th and the 17th of December 2023 at the times indicated in the below table.

8th, 9th, 10th, 13th, 16th, and 17th December, 2023	**10:00 to 20:30**
11th, 12th, 14th, and 15th December, 2023	**16:30 to 20:30**

Therefore, the MEEE is cordially inviting artisans to submit their proposals and register their interest in creating and selling their art and/or crafts to the attendees during the above-mentioned event by applying in terms of this Expression of Interest.

2. Instructions to Prospective Artisans

2.1 General Instructions

1. In submitting an offer, the prospective artisans accept in full and in its entirety, the content of this Expression of Interest, including any subsequent clarifications issued by the MEEE, irrespective of any conditions that the said artisans might include in their own submissions.

2. Prospective artisans are expected to examine carefully and comply with all the instructions, requirements, and terms and conditions contained in this Expression of Interest.

3. Prospective artisans are to duly fill in, endorse, and submit the Application Form contained in Annex 2 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 herein may lead to the rejection of the offer. Offers containing incorrect information and/or missing the necessary supporting documentation would automatically be rendered invalid and will not be considered any further.

4. Prospective artisans are to ensure that the contact details they give in the aforementioned Application Form pertain to the person who, if successful, shall enter into an agreement with the MEEE for *Artisans* during the *Christmas in the Park* event.

5. In submitting an application, artisans undertake that their offer shall remain valid for a period of sixty (60) days from the submission deadline indicated in Section 2.2 below.

2.2 Timetable

Expression of Interest for participation opens on:	**7th November 2023**
Clarification requests may be submitted via email by **not later than:**	**14th November 2023**
Applications are to be submitted via email by **not later than**:	**17th November 2023 at 10:00 am CET/CEST**
Opening of offers:	**17th November 2023 at 10:30 am CET/CEST**
Award Stage: *The winning bidder will be notified by the end of the day on the 20th of November 2023.*	**20th November 2023**

Any clarification requests and/or the completed applications need to be submitted via email at the following address: infoscu@meee.gov.mt indicating the following text in the subject field: *Expression of Interest for Artisans during the Christmas in the Park Event.*

The opening schedule shall be affixed on the notice board of the MEEE in the order of how the applications were received. Only the name of the artisans 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. Applicant will only be eligible for the provision of **one (1) stall** during the *Christmas in the Park* event.
2. Each applicant may bid for more than **one** (**1) lot up to a maximum of three (3) lots.**
3. The submission is to include all of the following:
    a. A duly filled in and signed Application Form and Declaration (Annex 2);
    b. List of products for sale describing the type of art/crafts which the artisan is proposing to sell during the event including a clear indication of the materials used to create each of the said crafts/art;
    c. Photos of the aforementioned art/crafts;
    d. Itemised price list;
    e. Photos/sketch illustrating the stall indicating the size and dimensions of the stall, as well as any extensions and/or additions to the stall areas such as tables/chairs;
    f. VAT Certificate (if Applicable); and
    g. Checklist (Annex 3).

Should one and/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 the below evaluation criteria:

Evaluation Criteria	Marks	
Appropriateness of the list mentioned in Section 2.3(3)(b) above to the event.	15	**Mandatory**
Material – Priority shall be given to items that are made with sustainable products.	30	**Mandatory**
Price - Preference shall be given to the cheapest arts/crafts.	20	**Mandatory**
The prospective participant has all the necessary permits and licenses to sell/trade.	15	**Mandatory**
The prospective participant is available throughout the ten (10) days of the event. *(Should the economic operator be unavailable on any one of the dates indicated in Section 1 above, a replacement must be provided to attend the stall)*	20	**Mandatory**

Pass mark: 60

Total marks: 100

Spaces will be awarded according to the logistical requirements set up by the MEEE for the event. Some artisans 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 the submitted offers or to select multiple submissions as necessary to fulfill 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 artisans who were not necessarily involved in this Expression of Interest. The decision of the MEEE in this regard is final and binding.

3. Terms and Conditions

3.1 Products

1. The MEEE is seeking offers from artisans who can match, with their offer, the ambiance, and quality of the *Christmas in the Park* event.

2. Offers should include a selection of Christmas items.

3. Any changes to the artistic concept proposed, including pricing need to be approved by the MEEE beforehand to ensure adherence to the concept.

4. Each stall must clearly display a list of prices, at all times, 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 artisans 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 as well as comply with all the regulations that may be in force at the time.

6. The artisans must ensure that on the day of the event, all staff is wearing clean and adequate clothing.

7. The artisans must also ensure that the stall is set up to complement the surroundings which might include artisan goods in a neat and attractive 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. The artisans must comply with the MEEE's policy as indicated below:

    a. Packaging should be kept at a minimum and no products having unnecessary packaging shall be used and/or promoted, and

    b. All waste should be disposed of properly and responsibly in the separation bins available at the location.

3.2 Application Fee

The economic operator shall be liable to an application fee with respect to the lot/s which he/she/it bids for. As such, applications will not be accepted, and will not be considered, if the application fee, as defined in the table contained in Annex 1 of this Expression of Interest, is not submitted together with the application. The said application fee will only be refunded if the bidder is not chosen to participate in the event and/or the event is cancelled. The application fee shall be paid using any of the following payment methods:

- Cash payable at the PS Offices, Finance Unit, 6, Qormi Road St. Venera – Room 2 First Floor;
- Cheques addressed to the Ministry for the Environment, Energy and Enterprise sent/delivered to SCU PS Offices, Finance Unit, 6, Qormi Road St. Venera;
- Bank transfer including the below details:
  - IBAN - MT55MALT011000040001EURCMG5001H
  - BIC - MALTMTMT
  - Bank - Central Bank of Malta
  - Narrative - MEEE Dept 41

In the case of a bank transfer, kindly send a screenshot, remittance advice, or confirmation by email to infoscu.meee@gov.mt confirming that the payment has been effected.

3.3 Set-Up and Dismantling

1. If the selected participant/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 participant/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 participant/s concerned.

2. The selected participant/s shall have in place all the necessary insurance policies including public liability, which covers any form of risks including damage, loss, bodily harm, and/or death in relation to third parties. The MEEE shall not accept any liability whatsoever in any legal dispute because of the participant/s actions/omissions during the event. A copy of a valid public liability insurance policy shall be submitted to the MEEE upon contract endorsement. Failure to provide such documentation upon contract endorsement shall lead to the automatic forfeiture of the contract by the selected participant/s and the MEEE shall have no obligation whatsoever vis-à-vis the same participant/s.

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.
4. All Maltese Laws relevant to the activity must be observed by the selected participant.
5. The MEEE will not be liable, under no circumstances, for any action, damage, and/or theft that may occur including any penalties issued to any participant by any competent authority during the event.

Annex 1: List of Lots and their Respective Application Fee

Lot	Stall	Minimum Stall Requirements	Application Fee *(A one-time application fee confirming attendance for the entire event)*
1	**Handmade cards**	➢ The Stall will be situated in Salini Park in Area A*. ➢ A variety of christmas cards, other cards, handmade cards, Maltese cards and any other cards made from sustainable materials. ➢ The list of items to be sold will need to be approved by MEEE during the adjudication phase. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€25**
2	**Engraving and Personalized items**	➢ The Stall will be situated in Salini Park in Area A*. ➢ A variety of Engraved products including; personalised labels, cake toppers, wooden	**€25**

		boxes, jewellery, diaries, gifts, mugs and others... ➢ Engraving and personalisation of goods can be previously done or carried out during the event. ➢ The list of items to be sold will need to be approved by MEEE during the adjudication phase, ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	
3	**Handmade decorations**	➢ The Stall will be situated in Salini Park in Area A*. ➢ A variety of handmade ornaments and decorations, such as, but not limited to, wooden ornaments, decorations from sustainable material, upcycling of goods, resin products etc... ➢ Handmade goods can be previously done or carried out during the event. ➢ The list of items to be sold will need to	**€25**

		be approved by MEEE during the adjudication phase. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	
4	**Knitting**	➢ The Stall will be situated in Salini Park in Area A*. ➢ A variety of knitted goods. The vendor can also perform knitting and sewing during the event. ➢ The list of items to be sold will need to be approved by MEEE during the adjudication phase. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€25**

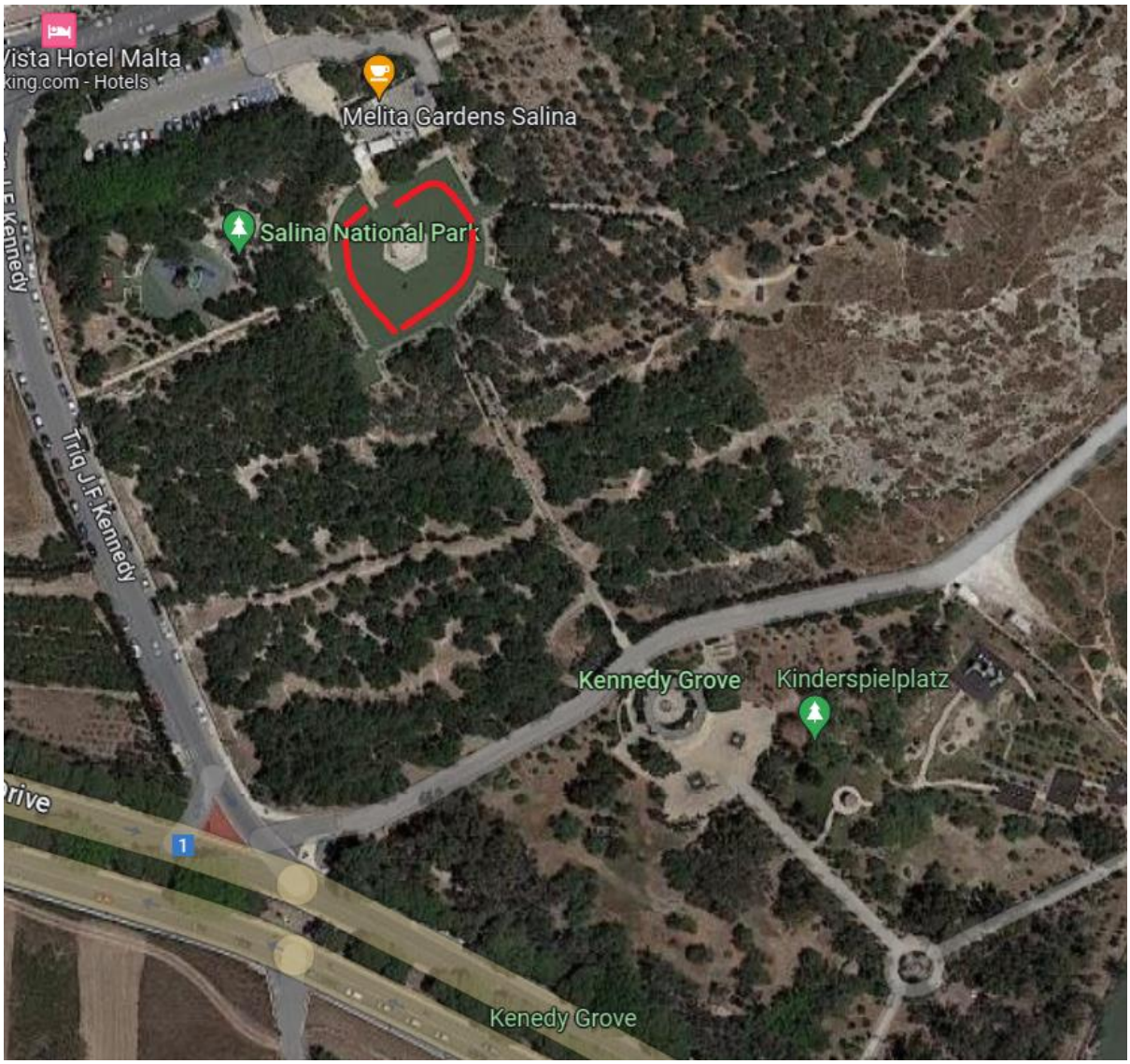
5	**Clay and Pottery**	➢ The Stall will be situated in Salini Park in Area A*. ➢ A variety of goods made from clay. The vendor can also perform clay molding during the event. ➢ The list of items to be sold will need to be approved by MEEE during the adjudication phase. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€25**
6	**Painting, Crafts and Designs**	➢ The Stall will be situated in Salini Park in Area A*. ➢ A variety of Painting such as, but not limited to, wood painting, landscape paintings, real-life paintings, and crafts and other designs. The vendor can also perform such paintings and crafts during the event. ➢ The list of items to be sold will need to be approved by MEEE during the adjudication phase.	**€25**

		➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	
7	**Thrift Shops**	➢ The Stall will be situated in Salini Park in Area A*. ➢ A variety of clothes and shoes to be sold during the event. ➢ The list of items to be sold will need to be approved by MEEE during the adjudication phase. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€25**
8	**Honey and other honey products**	➢ The Stall will be situated in Salini Park in Area A*. ➢ A variety of honey products to be sold during the event. ➢ The list of items to be sold will need to be approved by MEEE during the adjudication phase.	**€25**

		➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	

***Should any participants have any items which are not included in the above table, participants are to provide the MEEE with a list of such items which they wish to participate with so that the MEEE can evaluate such items accordingly. An application fee of €25 will still be applicable for this lot.**

*Approximate location of Area A.



Annex 2: Application Form and Declaration

Expression of Interest for Artisans during the Christmas in the 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 number (if applicable)	
Company's Contact Number (if applicable)	

Declaration

I / We hereby agree to abide by all the terms and conditions contained in the *Expression of Interest for Artisans during the Christmas in the 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 shall pay the Application Fee to the MEEE upon submission of this Application. If the Application Fee is not submitted together with this Application, the MEEE shall not consider this Application.

I / We bind myself/ourselves to be responsible for the allocated area and shall not assign this area to a third party not mentioned in the application, to take over in my / our name or in the name of my / our company.

I /We accept all the conditions contained in this Expression of Interest in their totality.

I/We declare that I/We have all the necessary permits and licenses to sell/trade, and that I/We declare that I/We are available throughout the ten (10) days of the event.

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 vendors.

_____

Name and Surname of Applicant (In Block Letters)

_____

Signature of Applicant

_____

Date

Annex 3: Checklist

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

1. Annex 2: Duly filled in Application Form and Declaration;
2. List of products for sale;
3. Photos of products;
4. Itemised price list;
5. Photos/sketch illustrating the stall indicating the size and dimensions of the truck/stall, as well as any extensions and/or additions to the stall areas such as tables/chairs;
6. VAT Certificate (if Applicable); and
7. Annex 3: This Checklist.

_____

Signature of Applicant

_____

Date