Ministry for the Environment, Energy, and Enterprise

Ref: EOI/MEEE/240/2023/5

Expression of Interest for the Provision of Stalls Selling Food/Desserts and Beverages 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 for the provision of stalls selling food/desserts and beverages during 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 inviting prospective economic operators to express their interest in providing stalls selling food/desserts and beverages to the attendees during the abovementioned event by applying 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 operators 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 economic operators might include in their own submissions.
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 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 would not be considered any further.
4. Prospective economic operators are to ensure that the contact details 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 stalls selling food/desserts and beverages during the *Christmas in the 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 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 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 the Provision of Stalls Selling Food/Desserts and Beverages 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 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 will only be eligible for the provision of **one (1) stall** during the Christmas in the Park event.
2. Each economic operator 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;
    c. Photos of products for sale;
    d. Itemised price list;
    e. Photos/sketch illustrating the truck/stalls;
    f. VAT Certificate (if applicable);
    g. Food Handling Certificate (if applicable);
    h. Application Form for the Registration Food Premises in terms of the Food Safety Act (XIV/2002); and
    i. Checklist (Annex 3).

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 the below evaluation criteria:

Evaluation Criteria	Marks	
Variety of food, dessert, and beverage items *(Additional marks given to more diverse menus)*	20	**Mandatory**
Prices of food, dessert and beverage items *(Additional marks given to more cost-effective menu options)*	20	**Mandatory**
Presentation and hygienic conditions of food, dessert and beverage stall *(Additional marks will be given to cleanliness, organization, and stall presentation)*	10	**Mandatory**
The prospective participant has all the necessary permits and licenses to sell and trade	20	**Mandatory**
The Prospective participant is available throughout all the ten (10) days of the event. *(Should the prospective participant be unavailable on one of the said days, a replacement must be provided to attend the stall)*	20	**Mandatory**
The prospective participant is willing to partake in the *'Bring your own container'* scheme of this event. This scheme offers customers who provide their own reusable food and drink containers slightly discounted prices on food and beverages when purchasing food and beverages from this event.	10	**Highly Recommended**

Pass Mark: 60
Total Marks: 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 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 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 any particular day as per the schedule given in Section 1 above, will incur a penalty of €50 per day. If the economic operator fails to set up on the first day of the event (as per schedule), the economic operator will forfeit the guarantee monies mentioned in Section 3.2 below and will not be allowed to set up at a later date. Penalties will be deducted from the guarantee monies mentioned in the said Section 3.2.

3. Terms and Conditions

3.1 Products

1. The MEEE is seeking offers from economic operators who can match, with their offer, the ambiance, and quality of the *Christmas in the Park* event.
2. Food, desserts, and beverage offers should include a selection of traditional Christmas items.
3. Food, desserts, and beverage stalls 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, lactose-free and gluten-free options in their selection. Once approved by the MEEE, the food, desserts, and beverages list will be considered final.
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 economic operator must ensure a sufficient supply of items for the whole duration of the event.
6. 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 as well as comply with all the regulations that may be in force at the time.
7. The economic operator must ensure that on the day of the event, all staff is wearing clean and adequate clothing.
8. The economic operator must also ensure that the stall is set up to complement the surroundings which might include sustainable Christmas decorations 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.
9. All food stalls must be equipped with a fire extinguisher and fire blanket.
10. The economic operator must comply with the MEEE's policy given 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 to support the "Bring your own container" initiative for food and drinks. Vendors must be willing to serve attendees, in their own drinking bottle/cooler/bowl/plate/lunchbox/food container.
    e. All wastewater should be contained.
    f. Reduce energy consumption. Economic operators should opt for LED lighting wherever possible and investigate power-sourcing alternatives. Choose low-impact materials when procuring materials.
11. As required by law, all food stalls should be registered with the Food Safety Commission.

3.2 Application Fee and Performance Guarantee

The economic operator shall be liable to an application fee with respect to the lot/s 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.

Furthermore, as soon as the MEEE accepts the economic operator's offer, the same economic operator must submit a performance guarantee of **two hundred and fifty** euros (**€250**) which shall only be refunded at the end of the event less any penalties incurred, subject to adherence to all the terms and conditions of this Expression of Interest. The economic operator shall pay the aforementioned performance guarantee to the MEEE strictly within five (5) working days of the MEEE's notification of acceptance. If payment of the said performance guarantee is not affected within the said five (5) working days, the MEEE reserves the right to disqualify the economic operator's offer and award the Expression of Interest to other economic operator/s.

The above-mentioned application fee and the performance guarantee shall be paid using any of the below 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 on acceptance 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. 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 stall shall be **set up and manned** at least **one (1) hour before,** no vehicle/machinery will be allowed to enter the area after, and stall/s can only be dismantled after, the stipulated times as indicated in the table given in Section 1 above.
3. It is not permissible to leave any parked commercial vehicles and/or machinery at the allocated spaces except for the food/desserts and beverage stalls themselves.
4. It is the responsibility of the economic operator to ensure that proper clean-up procedures are implemented and that no solid or liquid wastes whatsoever are left on site.
5. Every economic operator must provide its 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.
6. |The successful economic operators must provide their own bins and respective bags 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.
7. Any type of waste is to be collected and disposed of by the economic operator in accordance with local environmental regulations.
8. 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 Maltese catering legislation including the local health and safety regulations, any licenses and/or permits required to sell/trade in accordance with the VAT regulations and all the regulations that may be in force at the time. The MEEE reserves the right to request the economic operator/s 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/s and the MEEE shall have no obligation whatsoever vis-à-vis the same economic operator/s.
2. The selected economic operator/s shall be in possession of a valid Food Handling Certificate.
3. All members of staff serving food must be equipped with the necessary protective clothing and use gloves and any other form of protective hygienic gear.
4. All food items for sale must conform to the local sanitary regulations set by authorities and the applicant must have all the necessary licenses and permits so as to sell the product. Such permits may be requested at any time by the MEEE.
5. The selected economic operator selling alcohol must be in possession of a Licence for selling alcohol if any alcohol shall be sold by the stall/truck. All necessary legal requirements are the responsibility of the applicant. The MEEE will not be liable for any action and/or fines incurred by the chosen applicant because of non-compliance with local regulations.

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, and/or death in relation to third parties. The MEEE shall not accept any liability whatsoever in any legal dispute because of the economic operators/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 economic operator/s and the MEEE shall have no obligation whatsoever vis-à-vis the same economic operator/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 economic operator.
5. The MEEE shall not be held responsible, under no circumstances, for any damage and/or theft that may occur including any penalties issued to the economic operator 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	**Bar**	➢ The Food truck will be situated in Salini Park in Area C*. ➢ Offering a variety of non-alcoholic and alcoholic drinks including mulled wine. ➢ Signage to be visible that alcohol should be purchased and consumed by those over 17 years of age. ➢ The list of items on the menu 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.	**€100**

2	**Traditional Maltese food**	➢ The Food truck will be situated in Salini Park in Area C*. ➢ Offering a variety of traditional Maltese platters, such as but not limited to baked pasta (imqarrun & ross il-forn) selling traditional bread (ftajjar biż-Żejt u bil-majjal) ➢ The list of items on the menu 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.	**€100**
3	**Fast Food**	➢ The Food truck will be situated in Salini Park in Area C*. ➢ Offering a variety of street food such as but not limited to: burgers, hot dogs, focaccias, nuggets, wraps and chips. ➢ The list of items on the menu 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.	**€100**

4	**Pizza Oven**	➢ The Stall/Food truck will be situated in Salini Park in Area C*. ➢ Offering a variety of different pizza. ➢ The list of items on the menu 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.	**€75**
5	**Cheese/Cold cuts and Wine**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Offering a variety of different cheese/cold cuts platters and wine. ➢ The list of items on the menu 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.	**€75**
6	**Traditional Christmas Sweets**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Offering a variety of different Christmas sweets such as Christmas cakes, mince pies, logs, ginger breadman and panettone. ➢ The list of items on the menu 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.	**€75**

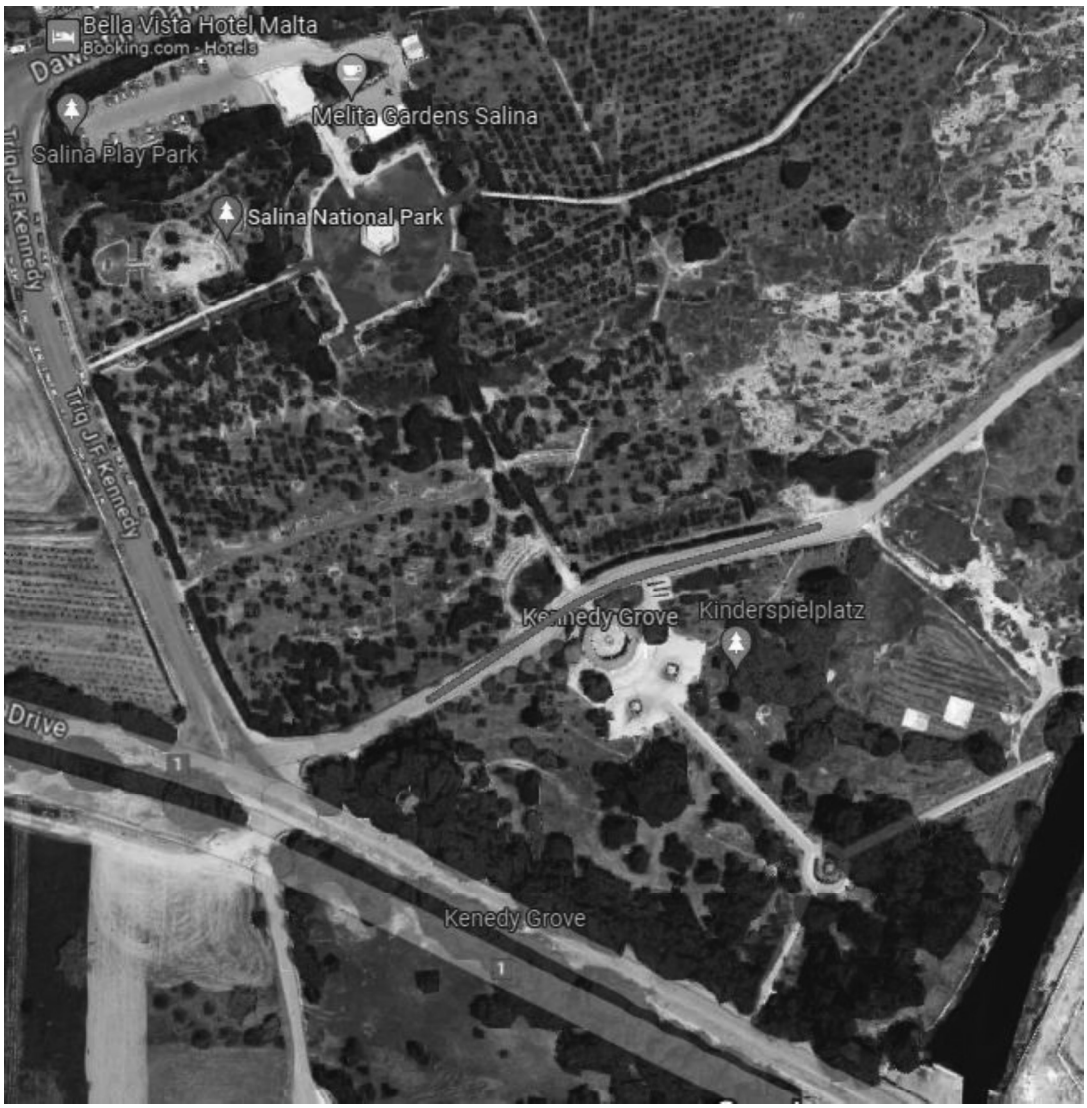
7	**Ice Cream, Waffles, and Milkshakes**	➢ The Stall/ Food Truck will be situated in Salini Park in Area C*. ➢ Selling a variety of ice cream, waffles, crepes etc.. ➢ The list of items on the menu will need to be approved by MEEE during the adjudication phase. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€75**
8	**Savoury Items**	➢ The Stall /Food Truck will be situated in Salini Park in Area C*. ➢ Selling a variety of freshly made pastizzi, pies; sausage rolls, pizza squares and qassata. ➢ Applicants will not be permitted to sell products listed within another lot, unless applicant bids and is successful in that other specific lot.	**€50**
9	**Imqaret and other traditional local sweets**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Selling freshly made imqaret. ➢ Imqaret will need to be freshly fried during the event itself. ➢ Selling other traditional sweets including ħelwa tat-tork, freshly made cannoli, biskuttini tar-rahal, biskutelli qaghaq tal-ghasel, l-ixkumvat etc. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€50**

10	**Nuts, dried figs, and dates**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Display and selling of nuts, dried figs, and dates. ➢ Other related food products might be permitted to be sold however they will need to be proposed and approved by MEEE in advance. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€50**
11	**Qubbajt**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Selling traditional qubbajt and other traditional variations as found during village feasts. ➢ Offering free qubbajt samples/tasting. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€50**
12	**Fruit and Salad bar**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Serving salads, fruit salads, juices, and smoothies using fresh and locally sourced (preferably locally grown) ingredients. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€50**

13	**Coffee and traditional non-alcoholic beverages**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Selling traditionally brewed coffee, and iced coffee. ➢ While also offering tea/herbal teas and varieties of hot chocolate and other hot beverages. ➢ Imbuljuta tal-Qastan. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€50**
14	**Candy stand**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Selling a variety of sweets such as candy floss, assorted candies, popcorn, candy floss, etc.. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€50**
15	**Doughnuts**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Selling a variety of doughnuts including Christmas treats. ➢ Applicants will not be permitted to sell products listed within another lot unless the applicant bids and is successful in that other specific lot.	**€50**

16	**Healthy food/snacks/desserts**	➢ The Stall/Food Truck will be situated in Salini Park in Area C*. ➢ Selling a variety of healthy food and snacks/desserts. ➢ The list of items on the menu 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.	**€50**

*Approximate location of area C:



Annex 2: Application Form and Declaration

Expression of Interest for the Provision of Stalls Selling Food/Desserts and Beverages 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'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 the Provision of Stalls Selling Food/Desserts and Beverages 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 economic operator.

_____

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. Application Form and Declaration (Annex 2);
2. List of products for sale (beverages and food/desserts menu);
3. Itemised price list;
4. Photos of Products;
5. Photos/sketch illustrating the Truck /stalls
6. Food Handling Certificate if Applicable;
7. VAT certificate if Applicable;
8. Application Form for the Registration Food Premises in terms of the Food Safety Act (XIV/2002); and
9. This Checklist Annex 3.

_____

Signature of Applicant

_____

Date