Foundation for Social Welfare Services
2, Braille Street Santa Venera SVR 1690

REQUEST FOR QUOTATION

Terms of Reference
Reference Nr. FSWS/10/05

Provision of venue and refreshments for a day's conference to be held on 4th March 2010

Service required: Provision of venue, equipment, syndicate rooms, coffee and standing up lunch - for approximate 500 participants (350 guaranteed).

The Foundation for Social Welfare Services requires the following provision of service. Kindly quote for the above as per details below:

Item number	Required	Quantity required	Cost per item (or person)	Cost excl. VAT
1	Exclusive use of meeting room to host approximately 500 delegates - set up in theatre style. 350 delegates guaranteed (to be confirmed 3 days prior event – i.e. on Monday 1st March 2010)	350 guaranteed approx. required 500		
2	Use of 10 converted rooms for work shops with a hosting capacity of approx. 50 delegates per room	10		
3	Use of basic P.A. equipment to include podium with microphones, two wired microphones on head table and two roving microphones.	5 microphones		
4	Projection screen in large meeting room	1		

5	Set up of registration area	1		
6	Welcome coffee on arrival - serving tea & coffee	350 guaranteed Approx. required 500		
7	Mid-morning coffee break - serving tea, coffee, juices & biscuits	350 guaranteed Approx. required 500		
8	Standing up lunch serving 3 types of pasta, dessert and soft drinks & water	350 guaranteed Approx. required 500		
	VAT	-	-	
	TOTAL	-	-	

Should you wish further clarifications prior submission, kindly contact Mr. Stephen C Vella on 2388 5140 or email stephen.c.vella@gov.mt.

Your submission / quote (filling the provided template above) along with the following template (details of person / firm submitting quote) duly compiled, must reach the Foundation for Social Welfare Services Head Office by not later than 10.00am of Friday 12th February 2010 in a sealed envelope, by hand, addressed to:

Chief Executive Officer
Foundation for Social Welfare Services
2, Braille Sta. Venera SVR 1690

DETAILS OF ENTITY SUBMITTING QUOTE

Name of Contact Person	
Name of Entity / Hotel / Organisation	
Address	
E-mail Address	
Tel. Nos.	
Fax Nos.	
Mobile Phone No.	
VAT Registration No. (where applicable)	
Signature	
ID. Card No.	
Date	

QUOTE for:

Reference Number	Title
FSWS/10/05	
	Provision of venue and refreshments for Conference held on the 4th March 2010