L-Università ta' Malta

Finance Office

University of Malta
Msida MSD 2080, Malta

Tel: +356 2340 2222
finance@um.edu.mt

www.um.edu.mt

IMPORTANT NOTICE TO PROSPECTIVE BIDDERS

UM 2669

THE SOFT COPY OF THIS EXPRESSION OF INTEREST (EOI) DOCUMENT IS AVAILABLE FOR DOWNLOAD FROM: www.um.edu.mt/procurement.

ANY CLARIFICATIONS OR ADDENDA TO THE EOI DOCUMENT WILL BE UPLOADED ON THE SAME WEBSITE.

PROSPECTIVE BIDDERS ARE TO REGISTER THEIR RESPECTIVE CONTACT DETAILS AT: -

tenders.procurement@um.edu.mt

AND QUOTING THE EOI NUMBER DOWNLOADED, SO THAT ANY CLARIFICATIONS / COMMUNICATIONS PERTAINING TO THIS TENDER PROCEDURE ARE COMMUNICATED TO THEM IN DUE TIME AS PER EOI DOCUMENTS.

THE UNIVERSITY OF MALTA SHALL NOT BE HELD RESPONSIBLE FOR ANY MISDEMEANOUR IF THIS CONDITION IS NOT ADHERED TO.

TEL: (356) 2340 2212/3/5 FAX: 2131 4307

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Procurement Directorate

University of Malta
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UM2669

CALL FOR PROPOSALS FROM ESTABLISHED 3, 4 & 5 STAR HOTELS TO BE REGISTERED AS APPROVED HOTELS TO THE UNIVERSITY OF MALTA.

Date Published: **27th October 2026**

Closing Date: **18th November 2026** **at 10:00am CET**

Cost of the Quotation Document: FOC

IMPORTANT:

- **No Bid Bond is being requested**

The soft copy of this Expression of Interest (EOI) is available for download from www.um.edu.mt/procurement.

Any clarifications or addenda to the EOI document will be uploaded on the same website.

Interested bidders are to register their respective contact details at tenders.procurement@um.edu.mt so that any clarifications / communications pertaining to this procedure are communicated to them in due time as per EOI document.

The University of Malta shall not be held responsible for any misdemeanour if this condition is not adhered to.

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SECTION 1 – INSTRUCTIONS TO TENDERERS

1. General Instructions

1.1 In submitting a tender, the tenderer accepts in full and in its entirety, the content of this document, including subsequent Clarifications issued by the University of Malta, whatever his own corresponding conditions may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender document. No account can be taken of any reservation in the tender as regards the tender document; any disagreement, contradiction, alteration or deviation shall lead to the tender offer not being considered any further.

Note:
Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

1.2 This is a call for proposals from established 3, 4 and 5 star hotels in Malta and Gozo to be registered as approved hotels to the University of Malta.

1.3 This is a fee-based contract.

1.4 This request for quotations is being issued under an open procedure.

1.5 The Contracting Authority for this call is the University of Malta.

2. Timetable

	DATE	TIME
Deadline for request for any additional information from the Contracting Authority by sending the clarification on e-mail address tenders.procurement@um.edu.mt.	**9th November 2026**	**17:15hrs**
Last date on which additional information are issued by the University of Malta	**12th November 2026**	**17:15hrs**
Deadline for submission of proposal / Call Opening Session	**18th November 2026**	**10:00hrs**
Call opening session	**18th November 2026**	**10:15hrs**
*** All times Central European Summer Time (CEST)**		

3. Selection and Award Requirements

In order to be considered eligible for the award of the contract, tenderers must provide evidence that they meet or exceed certain minimum qualification criteria described hereunder.

No evidence of economic and financial standing is required.

Information about the tenderer's technical capacity.

(An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the execution of the contract, for example, by producing an undertaking by those entities to place the necessary resources at the disposal of the economic operator.)

This information must include:

- the educational and professional qualifications of the service provider and, or those of the economic operator's managerial staff and, in particular, those of the person or persons responsible for providing the services as indicated in the clauses below;

- a statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last three years;

a) Personnel

As part of the plan to ensure a successful implementation of the project the successful bidder must meet the following conditions and satisfy these criteria: -

- Submit the CV of the key personnel who will be involved in any part of the project;

- The respective CVs should give detailed information about previous experience of the key personnel in their relevant field, *as applicable to the scope of work*.

Failure to comply with the above-mentioned conditions will automatically render the offer ineligible.

b) Programme Co-ordinator

Role: -

The Programme Coordinator is the person responsible for the management and implementation of the events when required (such as conferences/seminars). The appointed coordinator and the Project Leader shall maintain correspondence throughout the implementation period so as to ensure efficient running of the events.

Minimum qualifications and requirements:

- The Programme Coordinator should have experience in coordinating the venue facilities of at least five (5) conferences or seminars, including co-ordination with the Food and beverage Manager for the events;

- Possess good communication and interpersonal skills and ability to communicate in both written and spoken Maltese and English;

c) Food and Beverage Manager

Role: -

The Food and Beverage Manager is the person responsible for the catering during and implementation of the events that may be required. The appointed Manager shall ensure that all catering requirements are fully carried out in accordance with the current Food Safety Legislation so as to ensure efficient running of the programmes.

Minimum qualifications and requirements:

- The Food and beverage Manager should have experience in rendering catering facilities of at least five (5) conferences or seminars;

- Possess good communication and interpersonal skills and ability to communicate in both written and spoken Maltese and English;

d) Other Key Personnel

The Contractor shall propose other key personnel as required according to the profiles identified in the Organisation & Methodology and/or these Terms of Reference. To this end the Contractor shall give written notification to the Contracting Authority which the Contractor intends to use for the implementation of the contract, other than the key personnel as indicated in Article 16 of the General Conditions. The CV of the key personnel being proposed under this Article must also be included with the tendered offer.

All key personnel must be independent and free from conflicts of interest in the responsibilities accorded to them.

e) Support Staff and Backstopping

The Programme coordinator shall be responsible to provide all support staff and backstopping as part of the global price of the contract (if and when required).

Facilities to be provided by the Contractor

The Contractor shall ensure that key personnel are adequately supported and equipped. It must also transfer funds as necessary to support its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

The Contractor shall provide a high quality Internet connection with a bandwidth of at least 15 Mbps on the downlink and 4 Mbps on the uplink to be made exclusively available for use by the attendees and Contracting Authority staff during the events.

Equipment

No equipment is to be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract. Any equipment related to this contract which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

Incidental Expenditure

Any incidental expenditure is to borne in full by the Contractor.

4. Tender Guarantee (Bid Bond)

4.1 No tender guarantee (bid bond) is required.

5. Explanations/Clarification Notes Concerning Tender Documents

5.1 Tenderers may submit questions in writing to the University of Malta through:

- sending an email to tenders.procurement@um.edu.mt

up till **Monday, 11th December 2023**. The University of Malta must reply to all tenderers' questions, and amend the tender documents by publishing clarification notes, up to at least 6 calendar days before the deadline for submission of tenders.

5.2 Questions and answers, and alterations to the tender document will be sent to all prospective bidders by e-mail. Clarification notes will constitute an integral part of the tender documentation, and it is the responsibility of tenderers to check their respective e-mail account in order to obtain the latest information published prior to submitting their Tender.

5.3 Tenderers who do not collect a hard copy from the Procurement Directorate are to register their respective contact details at tenders.procurement@um.edu.mt so that any clarifications/communications pertaining to this tender procedure will be communicated to them in due time as per tender document. The University of Malta shall not be held responsible for any misdemeanour if this condition is not adhered to.

5.4 The University of Malta may, at its own discretion, as necessary and in accordance with Clause 24, extend the deadline for submission of tenders to give tenderers sufficient time to take clarification notes into account when preparing their tenders.

6. Labour Law

6.1 Particular attention is drawn to the conditions concerning the employment of labour in Malta and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment of any class of employee.

7. Law

7.1 By submitting their tenders, tenderers are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the tender and the resulting contract.

8. Language of Tenders

8.1 The tender and all correspondence and documents related to the tender exchanged by the tenderer and the University of Malta must be written in English.

8.2 Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by an accurate translation into English. For the purposes of interpretation of the tender, the English language will prevail.

9. Presentation of Tenders

9.1 Tenders must satisfy the following conditions:

(a) All tenders must be submitted in one original.

(b) The documents are to be sealed and placed in a sealed envelope/package so that the bid can be identified as one tender submission.

(c) All tenders must be received by date and time indicated in the timetable at Clause 2 and deposited in the tender box at Room 323, Procurement Directorate, Administration Building, University of Malta, Msida MSD 2080, Malta.

(d) All packages, as per (b) above, must bear only:

(i) the above address;

(ii) the reference of the invitation to tender concerned;

(iii) the number of the lot(s) to which the tender refers (if applicable);

(iv) the name of the tenderer.

10. Sealing and Marking of Tenders

10.1 The tenders must be submitted in English and deposited in the Department's tender box **before** the deadline specified in Clause 2. They must be submitted:

EITHER by recorded delivery (official postal/courier service) or hand delivered to:

Procurement Office, Room 324
2nd Floor, Administration Building
University of Malta – Msida MSD 2080
Tel: 23402212

Tenders submitted by any other means will not be considered.

10.2 Tenderers must seal the original tender as outlined in clause 9 above.

10.3 If the outer envelope is not sealed and marked as required in Sub clause 9.1, the University of Malta will assume no responsibility for the misplacement or premature opening of the tender.

11. Extension of Deadline for Submission of Tenders

11.1 The University of Malta may, at its own discretion, extend the deadline for submission of tenders by issuing a clarification note accordingly. In such cases, all rights and obligations of the University of Malta and the tenderer regarding the original date specified in the contract notice will be subject to the new date.

12. Late Tenders

12.1 All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the University of Malta.

12.2 No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

13. Alterations and Withdrawal of Tenders

13.1 Tenderers may alter or withdraw their tenders by written notification prior to the above deadline. No tender may be altered after the deadline for submission.

13.2 Any notification of alteration or withdrawal must be prepared, sealed, marked and submitted in accordance with Clause 9, and the envelope must also be marked with "alteration" or "withdrawal".

14. Opening of Tenders

14.1 **Tenders will be opened by the University of Malta during a public session on the date and time indicated in the timetable at Clause 2 (or as otherwise specified in accordance with Clause 11.1) at the University of Malta. A 'Summary of Offers Received' will be made available to view on the University's website, www.um.edu.mt/procurement/ under the respective tender page.**

14.2 At the tender opening, the tenderers' names, the tender prices, variants, written notification of alterations and withdrawals, the presence of the requisite tender guarantee and any other information the University of Malta may consider appropriate will be published.

14.3 Envelopes marked "withdrawal" will be read out first and returned to the tenderer.

15. Secrecy of the Procedure

15.1 **After the opening of the tenders, no information about the examination, clarification, evaluation or comparison of tenders or decisions about the contract award may be disclosed before the notification of award.**

15.2 Information concerning checking, explanation, opinions and comparison of tenders and recommendations concerning the award of contract, may not be disclosed to tenderers or any other person not officially involved in the process unless otherwise permitted or required by law.

15.3 Any attempt by a tenderer to approach any member of the Evaluation Committee/University of Malta directly during the evaluation period will be considered legitimate grounds for disqualifying his tender.

16. Clarification of Tenders

16.1 When checking and comparing tenders, the evaluation committee may ask a tenderer to clarify any aspect of his tender.

16.2 Such requests and the responses to them must be made by e-mail or fax.

17. Right of the University of Malta To Accept Or Reject Any Tender

17.1 The University of Malta reserves the right to accept or reject any tender and/or to cancel the whole tender procedure and reject all tenders. The University of Malta reserves the right to initiate a new invitation to tender.

17.2 In the event of a tender procedure's cancellation, tenderers will be notified by the University of Malta. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

17.3 Cancellation may occur where:

(a) the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;

(b) the economic or technical parameters of the project have been fundamentally altered;

(c) exceptional circumstances or force majeure render normal performance of the project impossible;

(d) there have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances will the University of Malta be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the University of Malta has been advised of the possibility of damages. The publication of a contract notice does not commit the University of Malta to implement the programme or project announced.

18. Ethics Clauses

18.1 Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the University of Malta during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his candidacy or tender and may result in administrative penalties.

18.2 Without the University of Malta's prior written authorisation, the Contractor and his staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or sub-contracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.

18.3 When putting forward a candidacy or tender, the candidate or tenderer must declare that he is affected by no potential conflict of interest, and that he has no particular link with other tenderers or parties involved in the project.

18.4 The Contractor must at all-time act impartially and as a faithful adviser in accordance with the code of conduct of his profession. He must refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.

18.5 For the duration of the contract, the Contractor and his staff must respect human rights and undertake not to offend the political, cultural and religious morals of Malta.

18.6 The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.

18.7 The Contractor and his staff are obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor are confidential.

18.8 The contract governs the Parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.

18.9 The Contractor shall refrain from any relationship likely to compromise his independence or that of his staff. If the Contractor ceases to be independent, the University of Malta may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.

18.10 The tender(s) concerned will be rejected or the contract terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

19. Data Protection and Freedom of Information

19.1 Any personal data submitted in the framework of the procurement procedure and/or subsequently included in the contract shall be processed pursuant to the Data Protection Act (2001). It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and/or subsequent contract by the University of Malta/Contracting Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with National and/or Community law.

19.2 The provisions of this contract are without prejudice to the obligations of the University of Malta in terms of the Freedom of Information Act (Cap. 496 of the Laws of Malta). The University of Malta, prior to disclosure of any information to a third party in relations to any provisions of this contract which have not yet been made public, shall consult the contractor in accordance with the provisions of the said Act, pertinent subsidiary legislation and the Code of Practice issued pursuant to the Act. Such consultation shall in no way prejudice the obligations of the University of Malta in terms of the Act.

20. Gender Equality

20.1 In carrying out his/her obligations in pursuance of this contract, the tenderer shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. Tenderers are to ensure that these principles are manifest in the organigram of the company where the principles aforementioned, including the selection criteria for access to all jobs or posts, at all levels of the occupation hierarchy are amply proven. In this document words importing one gender shall also include the other gender.

21. Appeals

21.1 This Call for Expression of Interest is being published and awarded subject to the Appeals Procedure as set forth in the Legal Notice No. 352; Public Contracts Regulations 2016. A copy of the relevant Part of these regulations is being attached with this Call for Expression of Interest document.

Prospective bidders are to note that since **no values are involved** in this Call for Expression of Interest, in line with Article 270 of Part IX of Legal Notice 352/2016 – Remedies -, the final decision that would be arrived by the University of Malta Evaluation Committee, would be final and cannot be objected to.

VOLUME 1 SECTION 2 – PRE-QUALIFICATION QUESTIONNAIRE

UM 2669	**CALL FOR PROPOSALS FROM ESTABLISHED 3, 4 AND 5 STAR HOTELS TO BE REGISTERED AS APPROVED HOTELS TO THE UNIVERSITY OF MALTA.**

(A separate, distinct Pre-Qualification Questionnaire must be submitted for EACH OPTION-if applicable)

1.0 Name of Company

2.0 Address

3.0 Registered Company Number

4.0 Telephone Number

5.0 Fax Number

6.0 E-mail address

7.0 Business details
(List products /services provided)

8.0 Company status (Privately Owned, Ltd., PLC, etc.)
Attach Copy of List of Directors from Registrar of Companies - MFSC

9.0 Year when the Company was founded

10.0 Is the Company part of a Group? If so, what Group: (please send details of Group structure)

11.0 Company's turnover for the last three years **in relation to the sale of Accommodation Services**, from global turnover. Furthermore please send copy of audited Accounts of the following years.

2023	2024	2025

12.0 Three (3) References for the Tendering Company.

Client name and Contact details.

1.

2.

3.

In filling up the above references, it is hereby understood that the University of Malta is free to contact any of the references detailed for further information required.

13.0 Would be ready to abide with **ALL** the tender conditions detailed in **4.0 Conditions- points 4.1 and 4.2 (Cross out whichever does not apply)**

YES	NO

14.0 Describe your approach to ensuring that the University of Malta is always forwarded the most competitive offers coupled with all applicable discounts, for any requirements it may have for accommodation services.

15.0 Detail any Affiliation to a Franchised Hotel Chain.(if applicable)

16.0 Signature, name and title

17.0 Date

VOLUME 1 SECTION 3 - TENDERER'S STATEMENTS

1. Statement on Conditions of Employment

Tenderers are to ensure that self-employed personnel are not engaged on this contract. Non-compliance will invalidate the contract.

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

Signature: .....

(*the person or persons authorised to sign on behalf of the tenderer*)

Date: .....

VOLUME 2 SECTION 1 – STATEMENT ON EXCLUDING CIRCUMSTANCES

STATEMENT ON EXCLUDING CIRCUMSTANCES OF ARTICLE 194 OF PUBLIC CONTRACTS REGULATIONS 2016.

This declaration, duly completed, must be submitted by all tenderers and returned with the tender submission.

Name of Tenderer: _____

Address: _____

_____

_____

Please tick Yes or No as appropriate to the following statements relating to the current status of your organization:

1. The tenderer is bankrupt or is being wound up; or whose affairs are being administered by the court, who has entered into arrangement with creditors or who has suspended business activities or who is in any analogous situation arising from a similar procedure under national law and regulations.

   [YES] [NO]

2. The tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court for an arrangement with creditors or of any other similar proceedings under national laws or regulations.

   [YES] [NO]

3. The tenderer has been convicted of an offence concerning professional conduct by a judgment which had the force of *res judicata* in accordance with the laws of Malta.

   [YES] [NO]

4. The tenderer has been declared guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate.

   [YES] [NO]

5. The tenderer has not fulfilled the obligations relating to the payment of social security contributions in accordance with the law of Malta or the country in which he is established.

   [YES] [NO]

6. The tenderer has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of Malta or the country in which he is established.

   [YES] [NO]

7. The tenderer is guilty of serious misrepresentation in supplying the information required under these regulations or has not supplied such information.

   [YES] [NO]

8. The tenderer is the subject of conviction by final judgment for one or more reasons listed below:

   (a) participation in a criminal organization, as defined in Article 2(1) of Council Joint Action 98/733/JHA;

   (b) corruption, as defined in Article 3 of the Council Act of 26 May 1997 and Article 3(1) of Council Joint Action 98/742/JHA respectively;

   (c) fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;

   (d) money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering.

   [YES] [NO]

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organization being excluded from participation in future tenders.

Tenderers who have been guilty of making false declarations will incur financial penalties representing 10% of the total value of the contract being awarded. The rate may increase to 20% in the event of a repeat offence within five years of the first infringement.

SIGNATURE: _____ **DATE:** _____

NAME: _____ **TEL:** _____

[*stamp of the body providing the guarantee*]

VOLUME 3 SECTION 1 – CONTRACTING AUTHORITY'S REQUIREMENTS (TERMS OF REFERENCE)

Terms of Reference

Note:
Where in this tender document a standard is quoted, it is to be understood that the Contracting Authority will accept equivalent standards. However, it will be the responsibility of the respective bidders to prove that the standards they quoted are equivalent to the standards requested by the Contracting Authority.

1. Background Information

1.1 - Beneficiary Country

Malta

1.2 – Central Government Authority

Department of Contracts

1.3 - Contracting Authority

University of Malta

1.4 - Relevant Country Background

The level of education contributes towards improving the employability of persons and in fact it is in the interest of all to raise the overall level of education. The main challenges arising from this pillar are to: reduce the rate of early school leavers; continue to raise the low average level of qualifications; and increase the staying on rates for further and higher education.

In order to address these challenges, various initiatives are being undertaken including the reform of the compulsory education system; the setting up of a higher education directorate; the establishment of community technology learning centres and improving guidance services amongst others. These measures along with the educational reform, aim to increase the population's overall qualification levels, to address the challenge of early school leaving and to provide a direct link between industry and education.

1.5 - Current State of Affairs in the Relevant Sector

The University of Malta traces its origins to the founding of the Collegium Melitense by the Jesuits in 1592. The College was raised to University status by Grand Master Manoel Pinto de Fonseca in 1769.

Situated at Tal-Qroqq, it is the highest teaching institution of the State by which it is mainly financed and is open to all those who have the requisite qualifications. Over the past few years, the University has reviewed its structures in order to be in line with the Bologna process which envisages the establishment of the European Higher Education Area by 2010. Conscious of its public role, the University strives to create courses which are relevant and timely in response to the needs of the country. The supreme governing bodies of the University are the Council and the Senate. There are some 10,000 students including over 750 foreign/exchange students from nearly 80 different countries, following full-time or part-time degree and diploma courses, which all run on the European credit transfer system. There are a further 3,000 pre-tertiary students at the Junior College which is also managed by the University.

The University is geared towards the infrastructural and industrial needs of the country so as to provide expertise in crucial fields. Over 2,500 students graduate in various disciplines annually. The degree courses at the University are designed to produce highly qualified professionals, with

experience in research, who will play key roles in industry, commerce and public affairs in general.

There are a number of fields which the University has identified as priority areas. Chief among these, are relations with industry and the strengthening of the Engineering departments; the further development of information technology, computer science and artificial intelligence; the University's contribution to the improvement of primary and secondary education and the forging of inter-university links to stimulate international educational exchange.

The University of Malta is a member of the European Universities Association, the European Access Network, the Association of Commonwealth Universities, the Utrecht Network, the Santander Network, the Compostela Group and the International Student Exchange Programme (ISEP). Over the years, the University has participated in a number of EU Programmes and has won several projects under the 5th and 6th Framework programmes in collaboration with various partner universities. The University of Malta has a large number of bilateral cooperation agreements with universities overseas through which staff and students may also participate in programmes such as Erasmus, Leonardo and Comenius.

Within this environment the University of Malta employs over 1200 Full Time Equivalents (FTEs) of which around 700 carry out academic related activities and the remaining 500 employees are engaged in administrative and financial duties. An additional 900 employees carry out part-time duties on an occasional basis as may be required from time to time.

2. Contract Objectives and Expected Results

2.1 - Overall Objectives

The University of Malta is issuing a call for Proposals from Established 3, 4 and 5 star hotels in Malta and Gozo to be registered as approved hotels to the University of Malta.

2.2 - Specific Objectives

The University of Malta is in the process of selecting hotels which in its opinion have the most appropriate products, employee skills and experience to be able to give a durable high level service to the University of Malta.

3. Assumptions and Risks

3.1 - Assumptions Underlying the Project Intervention

No assumptions have been made by the University of Malta. If any, these should be indicated by the successful tenderer.

3.2 – Risks

No risks are envisaged by the University of Malta. If any, these should be indicated by the successful tenderer.

4. Scope of the Work

4.1 – General

The University of Malta is calling for proposals from established 3, 4 and 5 Star hotels wishing to be considered for inclusion in its Approved Suppliers List for hotels.

Approved Hotels are being asked to quote for accommodation requirements and other facilities as being requested by the University of Malta and as the need arises, for a period of three (3) years, starting from the 01.01.2024.

4.1.1 Geographical Area to be covered

Malta and Gozo

***4.2* - Specific Requirements**

4.2.1 The University of Malta informs prospective tenderers that submissions from Hotels in Malta and Gozo classified and certified by the Malta Tourism Authority as 3, 4 and 5 Star will be taken in consideration;

4.2.2 Interested parties should submit quotes, covering specific periods from

a) 1st November till 31st March
b) 1st - 30th April
c) 1st May till 30th June
d) 1st July till 30th September
e) 1st – 31st October

for the following services: -

i. Single Room on bed & breakfast basis
ii. Twin Room on bed & breakfast
iii. Twin Room (Single occupancy) on bed & breakfast basis
iv. Triple Room on bed & breakfast
v. Half Board Supplement
vi. Beverage Package:
    a) ½ bottle wine, ½ bottle water, coffee
    b) Soft drink, water, coffee

i. The Meeting Facilities should include the following requirements:

(i) Main meeting room: capacity with the facility to host different set-ups such as theatre, classroom, hollow square and U-shape.
(ii) Break-out room
(iii) PA system included
(iv) Audio Visual Equipment (including use of projector & screen)
(v) Coffee breaks
(vi) Working lunches including beverage packages
(vii) Water (750ml) in meeting room
(viii) Note pads, pens/pencils, mints.

The University of Malta reserves the right not to use the services of any of the hotels from the approved list of hotels during the (3) three-year period.

The University of Malta will then proceed to select the hotels which in its opinion have the capacity, the company experience, the appropriate certification of classification by the Malta Tourism Authority and the financial strength to be able to deliver the most appropriate accommodation services against our requirements and subsequently continue rendering a durable high level service to the University of Malta, during the tenure of the contracted period;

Suppliers must confirm that they would be ready to abide with the tender conditions as detailed in this document in the event of being appointed as Approved Hotels.

Suppliers are to confirm: -

- their readiness to issue relevant accommodation arrangements and/or other services **ONLY** against officially signed Local Purchase Order or Contract entered into delivered by the relevant Department/Institution from the University of Malta;

- their readiness to provide the University of Malta, with an individual invoice per service provided, with each invoice having the following specific details among others: -

    - Local Purchase Order number
    - Name event
    - Dates

5. Logistics and Timing

5.1 – Location

Location:
The University of Malta
Tal-Qroqq Msida
Malta

5.2 - Commencement Date & Period of Execution

Duration: Approved Hotels are being asked to quote for accommodation requirements and other facilities as being requested by the University of Malta and as the need arises, for a period of three (3) years, starting from the 01.01.2027.

6. Criteria for Pre-Qualification Assessment:

The University of Malta will evaluate and assess the submissions of the interested applicants upon a set of criteria. These include: -

6.1 Certification of Hotel Standards as classified by the Malta Tourism Authority.

6.2 Provision of emergency back-up electrical supply (generator).

6.3 Track record and experience in the provision of accommodation services including Conferences and Seminars.

6.4 Size of Hotel in regards of room capacity.

6.5 Calibre of references and reputation of the Company. The University of Malta reserves the right to contact any of the past clients for further information and/or clarification. In this respect the Prospective Supplier should ensure the Contacts' agreement to such an approach, by the University of Malta.

6.6 Financial strength and viability of the Company.

VOLUME 4 - THE FINANCIAL OFFER

PUBLICATION REF: UM2669

NAME OF TENDERER:

Item 4.1 – *3,4 or 5* star HOTEL* ***(*mark as applicable)***

A	B	C	D	E	F	G	H
ITEM	**QTY**	**DESCRIPTION OF ARTICLE**	**Rates from 1st November till 31st March Exclusive of VAT in €**	**Rates from 1st – 30th April Exclusive of VAT in €**	**Rates from 1st May till 30th June Exclusive of Vat in €**	**Rates from 1st – 31st October Exclusive of VAT in €**	**Rates from 1st July till 30th September Exclusive of VAT in €**
4.1.1	1	Single Room on bed & breakfast basis					
4.1.2	1	Twin Room (Single Occupancy) on bed & breakfast basis					
4.1.3	1	Twin Room on bed & breakfast basis					
4.1.4	1	Triple Room on bed & breakfast basis					
4.1.5	1	Extra charge per room for a Seaview, over and above the rate quoted for Items 4.1.1 – 4.1.4 above (only if applicable)					
4.1.6	1	Half Board Supplement					
4.1.7.1	1	Beverage Package – half bottle of wine, half bottle of water, coffee					
4.1.7.2	1	Beverage Package – soft drink, water, coffee					
4.1.8	1	Meeting Facilities as specified in 4.2.3 in Volume 3 – Terms of Reference					

When the rooms indicated above are not available, the hotel is obliged to upgrade the rooms at no extra cost.

Done at:

On behalf of **:** Signature