

**Eurodesk
ERASMUS+**

AĠENZJA ŻĠHAŻAĠĦ

10th October 2026



**AŻ014/2026 “Youth Conductors of Change”
Leadership in Band Clubs - Eurodesk Conference
VENUE AND CONFERENCE FACILITIES
Terms of Reference
Issued by Aġenzija ŻĠhażagħ**

Eurodesk Youth Organisations Conference VENUE AND CONFERENCE FACILITIES Terms of Reference Issued by Aġenzija Żgħażaġħ Saturday, 10th October 2026.

Through the Erasmus+ Eurodesk, Aġenzija Żgħażaġħ will host a conference for one hundred and twenty (120) active youth band club members titled “*Youth Conductors of Change*” - *Leadership in Band Clubs - Eurodesk Conference*.

Scope

The conference aims to bring together young members of band clubs in Malta and to increase young people's involvement in creative, social, and leadership activities, fostering dialogue, collaboration, and active participation in initiatives.

Venue and Conference Facilities Provider’s responsibility

The service provider shall be responsible for hosting this conference and supplying the necessary venue, along with the requested audio-visual setup and food and beverage package, as outlined in the attached schedule.

Award Criteria

Interested bidders are requested to submit their offers for the venue and conference facilities. The submissions will be classified by quality: the best offer, in terms of budget, suitability, and youth friendliness, will receive first preference; the second-cheapest will be rated second preference, etc.

Submission Deadline

An Expression of Interest letter that includes the financial package must be submitted by email to sarah.spiteri@gov.mt by 10:00 CET by Tuesday, 12th May 2026. Aġenzija Żgħażaġħ will acknowledge electronic submissions within one (1) working day from the submission date.

Aġenzija Żgħażaġħ reserves the right to reject any or all submissions associated with this expression of interest. Late submissions will not be considered.

Queries Contact Person

For further information or queries, please contact Sarah Spiteri at 99787255 from Monday to Friday, 08:30 to 15:00, or email sarah.spiteri@gov.mt.

Document A: Venue Facilities Schedule

Type	Requirements	Approx. Number of participants Per Day	Dates	Time
Plenary	Theatre style complete with stage/platform for lectern for the compere, and space for a backdrop (to be provided by Aġenzija Żgħażaġħ).	120 participants	Saturday, 10 th October 2026	09:30 - 10:30 12:30 - 13:30

Breakout Rooms	Six (6) breakout rooms accommodating twenty participants complete with chairs laid out in a circle or cabaret style and flip chart board.	20 Participants In each breakout room	Saturday, 10 th October 2026	10:30 - 12:30
Coffee and Lunch Set-up	An area to serve the welcome coffee and a separate venue for the lunch.	120 participants	Saturday, 10 th October 2026	Welcome Coffee: 09:00 to 09:30 Water in each room. Lunch at 13:30

Document B: Audio-Visual Equipment Schedule

Type	Requirements	Approx. Number of participants Per Day	Dates	Time
Plenary	A stage with a Lectern and Mic; 2 cordless mic for questions; HD Projector with screen and Computer Connection for both USBC/Thunderbolt, PA System; WiFi Connection Adequate lighting for the Stage and the plenary room.	120 participants	Saturday, 10 th October 2026	09:30 - 10:30 12:30 - 13:30
Breakout Rooms	HD Projector with screen and Computer Connection for both USBC/Thunderbolt, PA System; WiFi Connection and flip chart board.	20 Participants In each breakout room	Saturday, 10 th October 2026	10:30 - 12:30

Document C: Catering Facilities Schedule

Type	Requirements	Approx. Number of participants Per Day	Dates	Time
Welcome Coffee	3 selections of different sweet pastries, coffee, tea, water, and juices	120 participants	Saturday, 10 th October 2026	09:00 – 09:30
Lunch	A sit-down buffet or stand up offering a selection of antipasto, starters, main courses, and sweets, including non-alcoholic beverages	120 participants	Saturday, 10 th October 2026	13:30 – 14:30

Financial Bid - To be filled in by interested service providers. Submissions must include the proposed coffee break and lunch menus, images of the proposed venues, and specifications of the audio-visual equipment.

Quotation date: _____

Service Provider's details

Company's Name:	
Contact Person's Name and Surname:	
Company's Name:	
Company's Address:	
Telephone Number:	
Mobile Number:	
E-mail Address:	
VAT Number:	

Product	Specifications	Unit Price excl. VAT €	Net Price €	Total Price inc. VAT €

Company Rubber Stamp:

Signature:

Name and Surname: _____

Position _____