

EU YOUTH DIALOGUE

AĠENZIJA ŻĠHAŻAĠĦ
NATIONAL YOUTH CONFERENCE

Friday, 25th September 2026



AŻ 016/2026 VENUE AND CONFERENCE FACILITIES

Terms of Reference

Issued by Agenzija Żgħażaġħ

AŽ2016/2026 EXPRESSION OF INTEREST FOR VENUE AND CONFERENCE FACILITIES FOR A NATIONAL YOUTH CONFERENCE - EU YOUTH DIALOGUE Friday, 25th September 2026.

As part of the 12th Cycle of the EU Youth Dialogue, Aġenzija Żgħażaġħ will host a national youth conference with a minimum of eighty-five (85) to a maximum of one hundred (100) participants from youth policy stakeholders. In line with the European Youth Goal, this cycle focuses on **Information and Constructive Dialogue**".

Scope

The conference, which is part of the 12th cycle of the EU Youth Dialogue, focuses on "Information and Constructive Dialogue," aiming to strengthen the link between young people and the European Union and ensuring that their perspectives are heard and valued.

Venue and Conference Facilities Provider's responsibility

According to the attached schedule, the service provider will be responsible for hosting a national youth conference and providing the necessary venue, complete with the requested audio-visual setup and food and beverage packages during the conference.

Award Criteria

Interested bidders are requested to submit their offers for the venue and conference facilities. Submissions will be classified based on the best offer received in terms of budget and suitability. The best offer will be given first preference, followed by the cheapest, and so on.

Submission Deadline

An Expression of Interest letter, including the financial package, is to be submitted to Aġenzija Żgħażaġħ, St. Joseph High Road, Santa Venera SVR 1013, in a sealed envelope by 10.00 CET on 28th August 2026.

Submissions by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above-specified deadline. All submissions will be acknowledged in writing by Aġenzija Żgħażaġħ within one (1) working day.

Aġenzija Żgħażaġħ reserves the right to reject any or all submissions associated with this expression of interest. Only on-time submissions will be considered.

Queries Contact Person

For further information or queries, kindly contact Rowena M. Borg on 99891714 from Monday to Friday, 08:30 to 13:00, or email rowena.borg@gov.mt.

Schedules are to be filled out and returned in a sealed envelope by the bidders.

Document A: Venue Facilities Schedule

Type	Requirements	Approx. Number of participants Per Day	Dates	Time
Plenary	Cabaret-style set-up with round tables of eight (8) to ten (10) people complete with lectern for the compere, six (6) armchairs for a panel discussion and space for a backdrop (to be provided by Aġenzija Żgħażaġħ).	85 to 100 participants	Friday, 25th September 2026	09:30 - 10:30 12:00 - 13:00
Breakout Rooms	Four (4) breakout rooms accommodate twenty (20) participants complete with chairs laid out in a circular shape, a flipchart, a table for the presenter. If the number of participants exceeds the minimum, the plenary can be used as the fifth breakout room.	85 to 100 participants	Friday, 25th September 2026	10:30 – 12:00
Coffee and Stand-up Networking Lunch	An area to serve the welcome coffee and a stand-up reception	85 to 100 participants	Friday, 25th September 2026	Welcome Coffee 08:30 to 09:30 Ten (10) bottles of water in each breakout room Stand-up Networking Lunch at 13:00

Document B: Audio-Visual Equipment Schedule

Type	Requirements	Approx. Number of participants Per Day	Dates	Time
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Plenary	High-Definition Full HD Screen to be set up with a computer for plenary presentations; A stage for the panel discussion; Lectern with 1 Mic; 3 cordless mics for panel discussion; PA System; WiFi Connection and Apple and Android Computer Connections. Adequate Lighting for the Stage and plenary room.	85 to 100 participants	Friday, 25th September 2026	09:30 - 10:30 12:00 - 13:00
Breakout Rooms	Projector and Screen in each room; Wifi	85 to 100 participants	Friday, 25th September 2026	10:30 – 12:00
Dedicated Technician	During plenary sessions	85 to 100 participants	Friday, 25th September 2026	09:30 - 10:30 12:00 - 13:00

Document C: Catering Facilities Schedule

Type	Requirements	Approx. Number of participants Per	Dates	Time
Welcome Coffee Break	3 selections of different sweet pastries, coffee, tea, water, and juices	85 to 100 participants	Friday, 25th September 2026	08:30 – 09:30
Water in Breakout Rooms	10 bottles of water in each breakout room	20 participants in 4 breakout rooms	Friday, 25th September 2026	10:30 – 12:00
Stand-up Networking Lunch	3 savoury COLD items and 4 warm items plus 2 sweet items, wine, water (still & sparkling), and juices	85 to 100 participants	Friday, 25th September 2026	13:00 – 14:00

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Financial Bid - To be filled in by interested service providers. Submissions must include the proposed coffee break, stand-up networking 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 Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail Address:	
VAT Number:	

<u>Product</u>	<u>Specifications</u>	<u>Unit Price excl. VAT €</u>	<u>Net Price €</u>	<u>VAT €</u>	<u>Total Price inc. VAT €</u>

Signature: _____

Name and Surname: _____

Position _____