

AĠENZIJA ŻĠHAŻAĠH

13th November 2026



AŻ023/2026 Expression of Interest

CELEBRATING TOGETHER:

**END OF YEAR STAKEHOLDERS MEETING
VENUE AND EVENT FACILITIES**

Terms of Reference

Issued by Aġenzija Żġhażagh

Až2023/2026 Expression Of Interest Celebrating Together: End Of Year Stakeholders Meeting Venue And Event Facilities Terms Of Reference Issued By Aženzija Žgħażagh Friday, 13th November 2026.

Aženzija Žgħażagh will host an Annual Youth Organisations Engagement Event for seventy-five (75) representatives of youth organisations.

Scope

Throughout 2026, Aženzija Žgħażagh has continued to work closely with youth organisations through various initiatives aimed at strengthening youth participation, capacity building and collaborative action. This event provides an opportunity to celebrate the achievements of the year, recognise the Terramar award received under the Eurodesk Programme 2026 and discuss the needs and aspirations of youth organisations for the coming year.

Venue and Conference Facilities Provider's responsibility

The service provider shall be responsible for hosting this event 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 event facilities. The submissions will be classified based on their quality: the best offer received in terms of budget, and suitability will be given 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, 3rd November 2026. Aženzija Žgħażagh will acknowledge electronic submissions within one (1) working day from the submission date.

Aženzija Žgħażagh 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
Event Venue	A dedicated registration area located at the entrance of the venue, comprising at least one registration table with seating for organisers and adequate space for participant check-in. A designated podium/speaking area suitable for speeches, presentations and award recognition moments, ensuring clear visibility for all attendees. Sufficient space to accommodate fully dressed in tablecloths bistro/high tables strategically positioned throughout the venue to encourage interaction, networking and informal discussions among participants. A stand-up networking reception layout, minimising formal seating arrangements and promoting participant engagement and movement throughout the event. A clearly visible area for the display of Agenzija Żgħażaġh branding materials, including roll-up banners and promotional displays. The venue shall be capable of accommodating a minimum of four (4) roll-up banners without obstructing participant circulation.	75 participants	Friday, 13 th November 2026	06:30 pm – 09:30 pm

	An informal yet professional setting that reflects the nature of the event. Adequate lighting, ventilation and temperature control throughout the duration of the event. Barrier-free accessibility for persons with disabilities, including accessible entrances and sanitary facilities. Access to electrical outlets where required for audiovisual, registration or display purposes.			
Parking Facilities	Adequate parking facilities shall be available to accommodate the expected attendance of approximately seventy-five (75) participants. Parking shall be provided free of charge on a first-come, first-served basis.	75 participants	Friday, 13 th November 2026	06:30 pm – 09:30 pm

Document B: Audio-Visual Equipment Schedule

Type	Requirements	Approx. Number of participants Per Day	Dates	Time
Event Venue	Two (2) wireless handheld microphone; One (1) gooseneck microphone to be assembled on the podium; a professional sound system adequate for the venue capacity; a projector and screen or alternatively a large display; a qualified Audiovisual (AV) Technician	75 participants	Friday, 13 th November 2026	06:30 pm – 08:00 pm

	who shall remain on site for the duration of the official programme and be available to provide technical support as required. The sound system shall remain available for use by Aġenzija Żgħażaġħ for the remainder of the event to facilitate the playing of background music during the event.			
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Document C: Catering Facilities Schedule

Type	Requirements	Approx. Number of participants Per Day	Dates	Time
Standing Reception Catering	A welcome drink reception commencing at 06:30 pm, including a selection of beverages accompanied by assorted canapés. A standing networking reception commencing at 07:30 pm, featuring a selection of hot and cold finger food and canapés suitable for a professional networking event. An open beverage service throughout the reception, including: wine (red, white and rosé); Local beer; Mineral water (still and sparkling); Soft drinks; Fruit juices. The catering service shall be presented in a professional manner and replenished as necessary throughout the event to ensure adequate	75 participants	Friday, 13 th November 2026	06:30 pm – Welcome drink 07:30 pm – 09:30 pm Standing networking reception featuring a selection of hot and cold finger food and canapés along with open beverage service throughout the reception, including: House wine (red, white and rosé); Local beer; Mineral water (still and sparkling); Soft drinks; Fruit juices

	availability for all participants. Suitable serving stations and service staff shall be provided to facilitate the smooth delivery of the catering service.			
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Financial Bid - To be filled in by interested service providers. Submissions must include the proposed Standing Reception Catering Menu including drinks, 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 €

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

Company Rubber Stamp:

Signature:

Name and Surname: _____

Position _____