

ANNEX 3.4.3 - WEIGHTING TABLES FOR FINANCIAL EVALUATION

For the purpose of evaluation the below Weighting Tables will be used for the weighting of the prices offered in the Financial Proposal form (annex 3.4.2). In case of discrepancies between the unit prices offered in the Financial Proposal Form (Annex 3.4.2) and the unit prices offered in the Weithing tables below, the unit prices of the Financial Proposal Form (Annex 3.4.2) shall prevail.

The weightings are based on the estimated usage of the services. Quantities indicated in the tables below are only indicative and not binding in any way on the Contracting Authority. These quantities are based on an estimation of the consumptions during the total maximum duration of the contract including its renewal (48 months) and will be used only for the assessment of the financial offers.

The Price Award Criterion will be assessed on the basis of the **Total NET Weighted Price** for the estimated quantities.

TABLE 1 - CONFERENCE VENUE:

<u>Conference Venue Rental as defined point 1.2.1 of the tender specifications</u>	Unit	Quantity* (A)	Price per unit in € (B)	Total Net Price in € (A x B)
Main Hall for the Plenary Session accommodating between 80 - 100 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall uncluding Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day	3		
Main Hall for the Plenary Session accommodating between 60 - 80 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day	1		

Conference Venue Rental as defined point 1.2.1 of the tender specifications	Unit	Quantity* (A)	Price per unit in € (B)	Total Net Price in € (A x B)
Main Hall for the Plenary Session accommodating between 40 - 60 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day	1		
Meeting Room for the Breakout Session accommodating up to 25 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day	6		
Meeting Room for the Breakout Session accommodating up to 25 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day	6		
Meeting Room for the Breakout Session accommodating up to 25 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day	5		
Meeting Room for the Breakout Session accommodating up to 25 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day	4		

<u>Conference Venue Rental</u> as defined point 1.2.1 of the tender specifications	Unit	Quantity* (A)	Price per unit in € (B)	Total Net Price in € (A x B)
Hall for the Gala Dinner accommodating between 80 and 100 Delegates complete with Wi-Fi Service and including Signage form the Entrance of the Conference Venue or from the Meeting Rooms to the Hall	1 Half Day	4		
Hall for the Gala Dinner accommodating between 60 - 80 Delegates complete with Wi-Fi Service and including Signage form the Entrance of the Conference Venue or from the Meeting Rooms to the Hall	1 Half Day	1		
Hall for the Gala Dinner accommodating between 40 - 60 Delegates complete with Wi-Fi Service and including Signage form the Entrance of the Conference Venue or from the Meeting Rooms to the Hall	1 Half Day	1		
TOTAL Net Price Table 1				

TABLE 2 – TECHNICAL EQUIPMENT AND ASSISTANCE:

<u>Equipment and Technical Assistance</u> as defined point 1.2.2 of the tender specifications	Unit	Quantity* (A)	Price per unit in € (B)	Total Net Price in € (A x B)
1 Technician to assist with the proceedings of the event	1 Hour	75		
Business Centre Facilities including access to a Telephone for local calls, the Internet, Printer, Photocopying Machine and Fax Machine	1 Full Day	6		
Data Video Projector	1 Full Day	30		

<u>Equipment and Technical Assistance</u> as defined point 1.2.2 of the tender specifications	Unit	Quantity* (A)	Price per unit in € (B)	Total Net Price in € (A x B)
Flip Chart with Flip Chart Paper and at least 2 Markers	1 Full Day	30		
Flags for Indoor Use (Malta and EU)	1 Full Day	12		
Headset and Receiver	1 Full Day	200		
Interpretation Booth	1 Full Day	15		
Lapel Microphone	1 Full Day	36		
Laptop with Windows XP or Windows 7, Internet Explorer and Adobe Reader at least 10 or higher	1 Full Day	30		
LCD or Plasma Screen	1 Full Day	8		
Microphone (for Speakers and Delegates)	1 Full Day	136		
Notice Board with Stand	1 Full Day	10		
Podium with Microphone	1 Full Day	6		
Photocopy/Printed Sheet (Black and White)	1 Sheet	600		
Photocopy/Printed Sheet (Colour)	1 Sheet	100		
Projection Screen	1 Full Day	30		

<u>Equipment and Technical Assistance</u> as defined point 1.2.2 of the tender specifications	Unit	Quantity* (A)	Price per unit in € (B)	Total Net Price in € (A x B)
Recording of Proceedings on DVD	1 Full Day	5		
Roving Handheld Microphone	1 Full Day	12		
Tele-Conferencing	1 Full Day	2		
Video Conferencing	1 Full Day	4		
Writing Pad and Pen for Delegates	1 Delegate	540		
TOTAL Net Price Table 2				

TABLE 3 – CATERING:

<u>Catering Requirements</u> as defined point 1.2.3 of the tender specifications	Unit	Quantity* (A)	Price per unit in € (B)	Total Net Price in € (A x B)
Water for Delegates in Meeting Hall	1 Bottle	1200		
Coffee Break with Biscuits (for between 80 and 100 people)	1 Person	400		
Coffee Break with Biscuits (for between 60 and 80 people)	1 Person	80		
Coffee Break with Biscuits (for between 40 and 60 people)	1 Person	60		
Coffee Break with Muffins (for between 80 and 100 people)	1 Person	400		
Coffee Break with Muffins (for	1 Person	80		

<u>Catering Requirements</u> as defined point 1.2.3 of the tender specifications	Unit	Quantity* (A)	Price per unit in € (B)	Total Net Price in € (A x B)
between 60 and 80 people)				
Coffee Break with Muffins (for between 40 and 60 people)	1 Person	60		
Buffet Lunch - Stand up or Seated (for between 80 and 100 people)	1 Person	400		
Buffet Lunch - Stand up or Seated (for between 60 and 80 people)	1 Person	80		
Buffet Lunch - Stand up or Seated (for between 40 and 60 people)	1 Person	60		
Working Lunch (to be served within the Meeting Hall)	1 Person	60		
Finger Food Reception with at least 12 varied cold and hot items	1 Person	100		
Gala Dinner – 3 Course Meal	1 Person	200		
Gala Dinner – 4 Course Meal	1 Person	200		
Welcome Drink Package (a welcome drink and at least 2 varieties of canapés)	1 Person	400		
Beverage Package for Lunches	1 Person	540		
Beverage Package for Dinners	1 Person	400		

<u>Catering Requirements</u> as defined point 1.2.3 of the tender specifications	Unit	Quantity* (A)	Price per unit in € (B)	Total Net Price in € (A x B)
Wine Package (Red and White)	1 Bottle	50		
Printed Menu	1 Menu	400		
Small Flower Table Arrangement	1 Flower Arrangement	40		
Chair Cover	1 Cover	400		
Public Address System (Roving Microphone for use during the Gala Dinner)	1 Half Day	4		
Cloakroom Space	1 Half Day	4		
TOTAL Net Price Table 3				

Total Net weighted Price¹

= Total Net Price Table 1 + Total Net Price Table 2 + Total Net Price Table 3 € _____

Signature of the tenderer' Legal Representative

¹ Tenders presenting a total Net weighted price superior to the maximum amount of 120.000 € will be excluded from the rest of the assessment procedure.