

Special Olympics Malta

Expression of Interest

*For the provision of Catering services for
Athletes, Officials and volunteers
participating in the Invitational Games
of Special Olympics Malta*

13th May – 17th May 2022

EOI: Ref SOM Malta 2022/07

This document, can either be downloaded from [facebook page: Special Olympics Malta](#) or collected free of charge from the Special Olympics Offices at the National Pool Complex or sent to you via e-mail upon a formal request sent to c.damato@specialolympicsmalta.org

For any clarifications, please contact the SOM via email on c.damato@specialolympicsmalta.org or telephone on **21318648**. Offers, together with supporting documentation, must reach the Special Olympics Offices via email on c.damato@specialolympicsmalta.org

Special Olympics Malta

National Pool Complex Floor 1, Maria Theresa Spinelli Str., Tal-Qroqq, Gzira, Malta. GZR 1712

Tel: +356 2131 8648 – Mob: +3569989 1687 – Email: info@specialolympicsmalta.org

1. Scope

Malta shall be hosting International Games for Special Olympics Malta from the 13th of May till the 18th of June 2022, which event shall be organized by Special Olympics Malta (SOM). For this event, the participation of approximately one thousand two hundred (1200) athletes, officials and volunteers is forecasted.

2. Timetable

	DATE	TIME
Date of Issue of this Expression of Interest	21/01/2022	2:00 pm
Deadline for request for any additional information from the Special Olympics Malta (SOM):	24/01/2022	11.00am
Last date on which additional information can be issued by the SOM	24/01/2022	11.00am
Deadline for Submission of Offers (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)	04/02/2022	11.00am
Offer Opening Session (unless otherwise modified in terms of Clause 10.1 of the General Rules Governing Tendering)	22/01/2022	13.00pm
* All times Central European Time (CET)		

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3. Clarification

Any clarifications can be done via emails on c.damato@specialolympicsmalta.org or via telephone on +35621318648

4. Eligibility to submit Expression of Interest

The Special Olympics Malta Games Local Organizational Committee will enter into an agreement, based on a price per person, for packed lunches with duly licensed catering services that will be selected for the event.

Around three to four packed lunches, catering for a capacity of between 800 - 1200 participants shall be held in various locations around Malta.

To be eligible, caterers participating in this expression of interest are to be in possession of:

1. A valid relevant license
2. In line with the Hygiene of Foodstuffs Regulations and in accordance with Regulation (EC) No: 852/2004, namely:
 - a) the primary responsibility for food safety rests with the food business operator.
 - b) the food business operator shall ensure that all stages of production, processing and distribution of food under their control satisfy the relevant hygiene requirements laid down in the relevant regulations, but especially:**
 - a. The Food Safety Act No .XIV of 2002.
 - b. The Food Hygiene Regulations LN 264/2002 as amended by LN 104/2004.
 - c. The Food Handlers (Registration) Regulations, 2001 (LN 178/2001) and
 - d. The Food Premises (Registration) Regulations, 2001 (LN 180/2001) are to be adhered to at all times.
 - e. Regulation EC No: 852/2004 on the Hygiene of Foodstuffs.**
 - c) A food safety management according to EC regulation 852/04 is to be implemented. Records are to be made available to the competent authorities at all times.

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In view of the different needs of the participants during these games a high level of competence and attention to detail in the delivery and quality of services will be required. Caterers are expected to have an excellent knowledge of the planning processes, ability to respect deadlines and to facilitate timely implementation of the food provided.

5. Procedure to be applied

The local organizing committee will ask all catering sectors who express their interest for a quote on packed lunches which may include a combination from the following but not limited to:

Packed Lunch	
Wrap/Cold Pasta/Salad/Sandwiches/Pie etc	
Fruit	
Cake/muffin/mouse/pudding/cereal bar etc	

There may be instances where athletes participating maybe vegetarian, diabetic, gluten or lactose intolerant or have other specific dietary needs. The caterer shall provide alternative food or use appropriate ingredients for such athletes. The caterer will be advised 48hours beforehand.

The menu above is just being provided as an indication only, to enable bidders to have a clear idea of the type of food items required. However Special Olympics Malta together with the Local Organization committee reserves the right to propose changes to the items on the menu, provided that these changes will not result in additional expenses.

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The Packed lunches need to be distributed at various venues in different sport complexes.

The number of packed lunches need for that particular day will be communicated to the caterer services 48hrs before.

The Caterer is to ensure that the required services are provided on time.

All the food should be labelled, showing all the ingredients.

6. Pricing

The price for the packed lunches as per menu indicated quotation shall not exceed €5.50 per person including VAT. Bidders who quote prices above this rate per person will be disqualified.

The packed lunches for the respective event will be awarded to the cheapest rate submitted. A contract will then be signed between Special Olympics Malta and the interested caterer.

Once agreed, the rates for packed lunches, as established by the caterer itself, should be fixed for that period and irrespective for the duration of the respective event.

Selected caterers will eventually be asked also to provide food tasting of the respective menu decided.

The LOC together with Special Olympics Malta reserves the right to refuse offers from those caterers who do not meet the standards and criteria expected.

7. Submission

7.1 Submissions in respect to this Expression of Interest should include the attached form Annex 1 together with a copy of the proposed ideas for the provided meals.

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7.2 All submissions should be sent or delivered by hand, in a sealed envelope addressed to Special Olympics Malta, National Pool Complex Floor 1, Maria Theresa Spinelli Street, Tal- Qroqq. GZR 1711

Late submissions will not be considered.

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Annex 1

Expression of interest to provide packed lunches/buffet services during the Special Olympics Invitational Games 2022 for athletes and delegates.

1.	Name of Catering Company	
2.	Relative Licenses	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	I declare that I am in line with all the Hygiene of Foodstuffs and regulations as indicated in clause 4 of this Expression of Interest	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Address	
5.	E-mail Address	
6.	Tel. Nos	
7.	Mobile Nos	
8.	Name of Signatory	
9.	Signature	
10.	Date	

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