PARLAMENT TA' MALTA

PARLIAMENTARY SERVICE

EXPRESSION OF INTEREST
FOR THE PROVISION OF CATERING SERVICES
AT THE PARLIAMENT OF MALTA

10 November 2026

1. INTRODUCTION

The Parliament of Malta invites qualified economic operators to submit an Expression of Interest (EOI) for the provision and operation of catering services within the premises of the Parliament of Malta (hereinafter referred to as "the Parliament building".

The objective of this EOI is to identify suitable operators capable of delivering high-quality food and beverage services to Members of Parliament, parliamentary staff and other authorised persons accessing the Parliament building.

The selected operator shall be responsible for the day-to-day operation, management, and maintenance of the cafeteria facilities in accordance with the conditions outlined in this document.

The service is being requested for an initial period of one (1) year from the date of the signature of the contract, after which it may be renewed for further periods of one (1) year.

2. GUIDELINES

2.1 Instructions to Prospective Applicants

1. Applicants shall submit a duly completed Application Form together with all supporting documentation requested in this EOI.
2. Applicants shall designate an authorised representative who shall act as the primary contact and, if successful, enter into a contract with the Parliamentary Service.
3. Submission of an application constitutes acceptance of all terms and conditions contained in this EOI.
4. Applicants must possess a valid VAT registration and hold all licences required to operate catering and food service establishments in Malta.
5. Applications shall remain valid for a period of ninety (90) days following the submission deadline.
6. The Parliamentary Service reserves the right to reject any or all submissions without providing justification.

2.2 Application Timetable

Activity	Date
Publication of EOI	10 November 2026
Deadline for clarification requests	16 November 2026
Site Visit	23 November 2026
Responses to clarifications issued	27 November 2026
Submission deadline	7 December 2026

Applications shall be addressed to:

The Clerk of the House
Parliament of Malta
Freedom Square
Valletta VLT 1010

and submitted electronically on clerkofthehouse@parlament.mt

Late or incomplete submissions will not be considered. Nonetheless, the Parliamentary Service reserves the right to extend the deadline for the submission of applications at its own discretion.

The opening of applications will take place on 11 December 2026. An opening schedule of offers received shall be affixed on the notice board of the Parliamentary Service in the order in which applications are received, based on the time stamp on the email. Only the name(s) of the applicant(s) submitting an application in connection with the EOI shall be displayed.

2.3 Submission Requirements

Applicants shall provide:

Section A: Applicant Details

The application must include the following information:

- Name of Company
- Company Registration Number
- VAT Number
- Registered Address
- Contact Person
- Telephone Number
- Email Address

Section B: Technical Proposal

The proposal shall include:

- Description of cafeteria operation
- Proposed menu offerings
- Pricing structure
- Staffing plan
- Relevant experience
- Health and safety procedures
- Sustainability initiatives

Section C: Declaration

By submitting an application, the applicant is confirming compliance with all the requirements of this EOI.

Section D: Supporting Documentation

Together with their application, applicants must submit:

- VAT Certificate
- Company Registration Certificate
- Food Business Registration including licenses and permits
- Certificate of Public Liability Insurance
- Food Handling Certifications of the staff to be assigned duties at the Parliament Building

Applications missing mandatory information may be disqualified if the missing information is not submitted within the indicated deadline.

Applicants are to submit the relevant documents in PDF format via email or file transfer links (e.g. wetransfer.com). Links to cloud storage systems such as Google Drive or One Drive will not be considered.

3. TERMS AND CONDITIONS

3.1 Scope of Services

The selected operator shall:

1. Operate the Parliament cafeteria during agreed opening hours. The minimum hours of service during sitting weeks are expected to be as follows:

Mondays, Tuesdays and Wednesdays	3.00 – 7.00 p.m.

   Sitting weeks are generally October to July with a recess of approximately two weeks over Christmas and Easter.

   Every effort will be made to communicate any changes to the parliamentary timetable in sufficient time.

2. Provide a range of freshly prepared food items, which may include:
   - Sandwiches and wraps
   - Salads
   - Pastries and desserts
   - Packaged snacks

3. Provide a range of beverages, including:
   - Tea and coffee
   - Still and sparkling water
   - Soft drinks
   - Juices
   - Beer

4. Maintain a visible and up-to-date price list.

5. Ensure consistent availability of menu items throughout operating hours.

6. Maintain appropriate professional standards of customer service.

3.2 Premises and Equipment

1. The Parliamentary Service shall make available the designated area to be used by the successful operator which includes basic catering facilities.
2. The successful operator will need to provide any additional equipment, crockery, etc, required for the operation which is not already available. Any electrical equipment will need to be approved by the Parliamentary Service prior to its use.
3. The successful operator shall be responsible for proper use of all equipment used for the service.
4. The operator shall keep the premises clean, hygienic, and in good condition at all times.

3.3 Staffing Requirements

It shall be the duty of the selected operator to:

1. Assign sufficient suitably qualified personnel.
2. Ensure that assigned personnel can communicate in both the Maltese and English languages.
3. Ensure staff are appropriately uniformed.
4. Ensure all assigned personnel possess valid food handling certifications.
5. Comply with all employment and labour regulations.

3.4 Health, Safety and Regulatory Compliance

It shall be the duty of the selected operator to:

1. Maintain appropriate HACCP procedures and ensure compliance with all applicable local food safety, health and hygiene regulations.
2. Obtain and maintain all licences and permits required by law.
3. Implement appropriate health and safety procedures.
4. Maintain valid public liability insurance throughout the contract period.
5. Cooperate with any inspections conducted by the relevant authorities.

3.5 Sustainability

The Parliamentary Service encourages sustainable practices including:

- Reduction of single-use plastics
- Waste separation and recycling
- Sustainable sourcing of products
- Energy-efficient operations
- Environmentally friendly packaging

Applicants should describe their sustainability measures in their proposal.

3.6 Selection and Evaluation

Each application will be treated in strict confidence by the evaluation committee. The Parliamentary Service reserves the right to select and/or reject any or all the submitted applications at its discretion. Should none of the applicants be considered satisfactory, the Parliamentary Service reserves the right to assign the designated service to other economic operators (who may not necessarily be involved in this EOI).

The contract will be awarded to the applicant submitting the offers which obtains the highest points in accordance with the Evaluation Grid, and which include all the requirements of this EOI document. Should more than one applicant obtain the same marks, the contract would be awarded by the Parliamentary Service to the offer received first according to the time stamp of the email submitted containing the application form and related documents.

Applications will be assessed against the following criteria:

	Criteria		Points	
			Minimum	Maximum
1	Food items*			
	Sandwiches and wraps	Minimum 2 types	5	10
	Salads	Minimum 1 type	5	10
	Pastries and Desserts	Minimum 2 types	5	10
	Packaged Snacks	Minimum 2 types	5	10
2	Beverages			
	Tea and coffee		5	5
	Still and sparking water (cans/bottles)		5	5
	Non-alcoholic drinks and juices (cans/bottles)	Minimum 1/Maximum 3 types	5	10
	Beer (cans/bottles)	Minimum 1 type	5	5
3	Price List			
	Price vs quality		10	15
4	Personnel			
	Staff assigned to the service	Minimum 1/maximum 2 persons	5	10
5	Consideration for sustainable practices	Based on measures claimed	5	10
Total			60	100

* Food items to indicate allergens; Should include at least one gluten free and one vegan option; One additional point for each additional item

Pass mark: 60 points

Applicants not obtaining a pass mark will be disqualified from this EOI.

3.7 Financial Arrangements

The successful operator shall be responsible, at his own cost and risk, for the procurement, preparation, provision and service of all food and beverages to be made available under the contract, including all associated staffing, ingredients, supplies, equipment, transportation, storage and other operational costs.

The successful operator shall retain all revenues generated from the sale of food and beverages and shall be solely responsible for all costs and expenses incurred in providing the service. Accordingly, any profit arising from the operation shall accrue entirely to the successful operator, while any loss shall be borne entirely by the successful operator.

No financial consideration shall be payable by the successful operator to the Parliamentary Service, or vice versa, in respect of the operation.

3.8 Indemnity

The selected operator shall indemnify and hold harmless the Parliament of Malta, its members and employees against claims, liabilities, losses, damages, and expenses arising from the operation of the catering service.

ANNEX 1

APPLICATION FORM

SECTION A – APPLICANT DETAILS

- Company Name:
- Company Registration Number:
- VAT Number:
- Address:
- Contact Person:
- Mobile Number:
- Email Address:

SECTION B – PROPOSAL

1. Catering Concept

- Description of services to be provided.

2. Menu Offering

- Attach proposed menu and price list.

3. Operating Hours

- Proposed operating hours which should at least be those indicated in Section 3.1 (1)of this EOI.

4. Staffing Plan

- Number and roles of staff.

5. Relevant Experience

- Previous cafeteria or catering contracts.

SECTION C – DECLARATION

I/We hereby declare that all information submitted is accurate and that we accept the conditions contained in this Expression of Interest.

Name:
Signature:
Date:

SECTION D – CHECKLIST

- ☐ Completed Application Form
- ☐ Company Registration Certificate
- ☐ VAT Certificate
- ☐ Certificate of Public Liability Insurance
- ☐ Food Business Registration
- ☐ Food Handling Certifications
- ☐ Proposed Menu with price list
- ☐ Company Profile
- ☐ Any other supporting documentation

DISCLAIMER

By submitting an application, applicants confirm that they have read, understood, and accepted all terms and conditions contained in this Expression of Interest and that all information submitted is accurate and complete.