

Stalno predstavništvo Republike Hrvatske pri Europskoj uniji

Avenue des Arts 50 – 1000 Brussels

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Class: 406-01/20-02/1

Number: 521-EU-05-19-2

Brussels, 16 January 2020

CALL FOR TENDERS No 01/20

Catering services at the premises of the Permanent Representation of Croatia to the EU

1. GENERAL INFORMATION

1.1 Contracting authority

Name: Permanent Representation of Croatia to the EU

Address: Avenue des Arts 50 – 1000 Brussels

Telephone number: Tel: 32 2 507 54 11

E-mail address: pisarnica.sprheu@mvep.hr

1.2 Contact person

For any additional information please contact: Mr. Dražen Bošnjak, mob. 0491 99 69 10

1.3 Total quantity of procurement

Estimated value excluding VAT: 100.000 EUR

The quantity of the procurement item is indicative and visible from the financial offer form (Annex I). A real purchased amount of services based on a contract may be greater or smaller than the amounts foreseen in the financial offer form (Annex I). The estimated expenditure for the complete duration of the framework contract shall be 100.000,00 EUR excluding VAT.

1.4 Tender submission

Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender.

Tenderers shall submit their tender electronically by e-mail no later than 27th January 2020 at 10 a.m. (CET) to e-mail address pisarnica.sprheu@mvep.hr. Offers received beyond the deadline will not be considered.

The decision will be made by 31st January 2020.

1.5 Language

Only bids in English would be considered.

1.6 Bid validity period

Bid validity period: 30 days from the deadline for submission of the tender.

2. SUBJECT OF THE CONTRACT

2.1 Requested services

The contracting authority is calling for offer of catering services at the premises of the Permanent Representation of Croatia to the EU from the signing of the contract to 30th June 2020.

The purpose of the tender is to provide catering services at the premises of the contracting authority in Avenue des Arts 50, 1000 Brussels and in Rue d'Arlon 108, 1000 Brussels.

The services will include provision of food and beverages for catering purposes such as coffee breaks, buffets and cocktails.

The above services are defined in more detail in the following sections.

2.2. Provision of food and beverages for catering

The Contractor is requested to provide the catering services for 86 events from 5 up to 120 persons at the premises of the contracting authority.

Overview of meetings/events activities

Type of service	Number of meetings/events			
	From 5-30 persons	From 31-60 persons	From 61-90 persons	From 91 -120 persons
Coffee break	13	29	1	1
Buffet	11	10	3	4
Cocktail	1	2	8	3

The catering needs are defined below:

1. Coffee break timing estimated duration – 15 to 30 minutes
2. Buffet timing estimated duration - 2 hours
3. Cocktail timing estimated duration 2 hours

For the coffee breaks and meal services the contractor is bound to provide the services all inclusive, including of any associated human resources/personnel costs for preparation, delivery of the meal service and removal afterwards. Therefore, the prices in the financial offer (Annex I) include the price for the below specified basic service staff. Minimum requirements is 1 service staff per 30 persons.

Overview of the required services

Type of service	
Coffee break	Hot drinks – 2 options (tea, coffee), milk, sugar, Cold drinks - water sparkling and still, juice Food – 1 option (mini viennoiserie)
Buffet	Serving and preparing of cold buffet - prosciutto, chorizo and cheese provided by contracting authority, Hot buffet – 2 options, Dessert – 3 options, Serving nonalcoholic drinks and Croatian wines provided by contracting authority
Cocktail	Finger food – 8 options Serving and preparing of cold buffet - prosciutto, chorizo and cheese provided by contracting authority, Serving nonalcoholic drinks and Croatian wines provided by contracting authority

Coffee break details:

Cold drinks: sparkling and still water and juice in the amount of 0,20 l per person

Mini viennoiserie: 5 pieces per person

Buffet details:

Hot buffet: main course (international cuisine) including meat, fish or vegetarian meal

Dessert: “bitesize” various sweets or cakes 3 pieces per person

Cocktail details

‘bitesize’ savoury finger-food items (5 per person) including: 2 different meat items, fish item, vegetarian item, cheese item and ‘bitesize’ various sweet finger-food items (3 per person)

The above catering services has to include in the price:

- provision of related human resources as catering staff and waiters to prepare the catering stations, serve the food and beverages and clean up after completion,
- high tables for every buffet and cocktail according to the number of guests,
- related tableware and preparation of a buffet and catering stations, including provision of table cloths.

The contracting authority does not have facilities for the preparation of catering services, and therefore all preparation and assembly shall be done in contractor's premises and ordered food must be delivered to contracting authority premises cooked, prepared, and ready to be served. There is a kitchen preparation area available for use in case of need for finishing meals. The contracting authority may provide facilities like tables and chairs. When used these areas need to be cleaned up. Waste should be separated for recycling purposes.

Food allergens: The contractor must be able to provide food that meets the requirements of people with specific food intolerances or allergies including lactose-intolerance, celiac disease and nut allergies. When ordered, such foods must be provided on separate plates labelled accordingly. The contractor must provide detailed menus for each option indicating if food is gluten-free, dairy-free, suitable for vegans etc.

The present section aims to present the list of pre-requisites in relation to the requested services:

1. Timely delivery of services: The contractor should have the necessary resources to provide and organize catering services when requested by the contracting authority which will provide adequate notice period.
2. The contractor should appoint a contact person that will deal with the contracting authority requests. The contact person or a replacement, shall be available via phone at all times during normal working hours (Monday to Friday, from 08.00 to 17.00).
3. The contractor should ensure that environmentally friendly actions are taken with regards to the disposal of the waste.

2.2 Order process and delivery

Delivery will be to contracting authority premises from 8:00 to 21:00 from Monday to Friday. It is the responsibility of the contractor to ensure on-time delivery.

For events contracting authority will request an offer by email at latest 10 days in advance of the planned event, providing the necessary detail (number of guests, food requirements, drinks, venue, etc). The contractor shall provide a proposal within 3 days, which may be updated at the request of contracting authority within 3 days of such a request.

3. SELECTION CRITERIA

3.1 Legal capacity

Tenderers shall prove that they have the legal capacity and status to perform the contract. In order to do this, tenderers shall provide a valid proof of registration of the business entity (certificate of company registration).

3.2 Financial offer

The tenderers must submit a detailed financial offer.

All prices must be:

- in EURO
- excluding of value added tax (VAT)
- inclusive of all costs and expenses directly and indirectly related to the provision of the services defined under these tender specifications; no further costs will be paid by contracting authority for delivery or any other costs which the contractor may incur in the process of implementation of any specific contract.

4. AWARD CRITERIA FOR CONTRACT AWARD

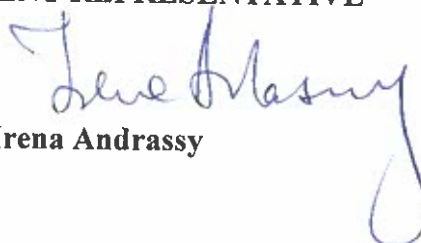
The contract will be awarded to the tenderer who has submitted the most financial advantageous tender.

The criteria will be used for the evaluation of tenders: 100% financial costs.

5. INVOICE AND PAYMENT

The contractor shall issue an invoice for each individual service by date and type, by e-mail or post, after the event. Payment within the legal deadline.

PERMANENT REPRESENTATIVE


Irena Andrassy

ANEX I- FINANCIAL OFFER

IDENTIFICATION OF THE TENDERER:

Name:

Contact person:

Address:

Phone:

Fax:

Email:

Type of service	Number of persons		Total coast for type of service (AxB)
	A	B	
Coffee break	1487		
Buffet	1175		
Cocktail	1070		
Total			

Signed (authorised signature) on behalf of the Tenderer

Full name:.....

Date:.....

Signature:..... Stamp:.....