



Terms of Reference (ToR)

Catering service for the conference “Fostering Sustainable Tourism in the Mediterranean Region” in Brussels on 9 October 2019

***BleuTourMed_C3 Project - Ref : 1610 | 2MED15_3.1_HP_011
Interreg Med Programme 2014-2020***

Subject

Selection procedure for obtaining three comparable offers for a catering service. The service is for the Conference, organised in the frame of the BleuTourMed_C3 Project, “Fostering Sustainable Tourism in the Mediterranean Region”, which will be held on 9 October 2019 in Brussels (Belgium) at the Office of Tuscany Region (Regione Toscana) in Rond Point Schuman 14, B - 1040 Brussels, from 9:00 to 14:00.

Background

The Adriatic Ionian Euroregion (hereinafter referred as AIE) is an international association for the promotion of trans-national and inter-regional cooperation between regions and local authorities of the Adriatic and Ionian basin (www.adriaticionianeuroregion.eu).

The AIE is implementing the European Territorial Cooperation project called BleuTourMed_C3, co-financed by Interreg MED Programme 2014-2020. The aim of BleuTourMed_C3 is to support other projects financed by the cooperation Programme for creating a cluster of initiatives of the sustainable tourism sector.

In the framework of this project, the AIE is organizing the conference **“Fostering Sustainable Tourism in the Mediterranean Region”** on **9 October 2019** in **Brussels**.

For the organization of the above event, the AIE - through a request for quotation - intends to select a service provider for entrusting the catering service consisting in a welcome coffee and a light lunch for about 50 participants.

To this end, by means of a market research, the AIE has identified qualified supplier for providing the above-mentioned services.

Service description

- N.1 catering service for a welcome coffee for 50 pax from 9:00 to 9:30;
- N.1 catering service for a light lunch for 50 pax from 13:00 to 14:00.

Dates, time slots and services required

Date and time	Service required	Description
9 October 2019 from 09:00 to 09:30	Welcome coffee at Brussels Office of Tuscany Region in	Welcome coffee will be arranged in a separate space of

	Rond Point Schuman 14, B - 1040 Brussels	the conference room. The buffet should have the following foods and drinks for 50 pax: Coffee (espresso and long coffee), mineral water, tea, fruit juice, selection of cookies and croissants.
9 October 2019 from 13:00 to 14:00	Light lunch at Brussels Office of Tuscany Region in Rond Point Schuman 14, B - 1040 Brussels	Light lunch will be arranged for 50 pax in a separate space of the conference room. The buffet should have the following selection of foods and drinks: <ul style="list-style-type: none"> • Cold Appetizers and salad • Two Warm dishes • Bread • Fruits and desserts • Mineral water

Catering service – General requirements:

- Welcome coffee and light lunch will be served with a standing buffet;
- At least two waiters are required;
- Catering service must be plastic free;
- Wine and other alcoholics are not required;
- The company must provide adequate, experienced and skilled workforce in provision of catering services, being able to communicate in English;

Eligibility requirements

- The request for quotation will be sent by the AIE to 3 potential service providers established in Brussels and preselected through a market research;
- The three identified service providers have full technical ability to perform the service described in this Tor;

Submission of the offer and quotation

All invited service providers should submit a quotation respecting the following requirements:

Instruction to Proposers	Specific Requirements
Deadline for the offer submission	10 September 2019 - by 12:00 a.m. Any proposal received after this date and time will not be accepted.
How to submit the offer	Companies wishing to respond to this request of quotation shall send the offer with a clear description of the services provided and with the economic offer to the following email address: secretariat@adriaticionianeuroregion.eu

	<p>The description of the catering service offered should indicate at least:</p> <ul style="list-style-type: none"> • Description of the menus (dishes, foods, drinks, etc.) • Description of the staff involved • Unit price per person for the coffee break • Unit price per person for the light lunch
Language for submitting the offer	English
Ceiling amount	The economic offer must not exceed the amount of 2.500 € (VAT included)

Invitation process, selection and award criteria

The AIE will invite at 3 service providers to send a bid. The companies have been identified through an exploratory market research conducted via web, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition.

Service providers companies wishing to respond to the invitation shall send their offers **no later than 10 September 2019 - by 12:00 a.m.** to the email: secretariat@adriaticionianeuroregion.eu

The offer must be signed with the indication in figures of the unit prices (VAT included), description of the service and a clear description of the menus.

The economic offer must not exceed the amount of **2.500 € (VAT INCLUDED)**.

The offers received after the aforementioned deadlines will not be evaluated. The sending of the offer does not in any way constrain the AIE to request the services in question.

The AIE will evaluate the offers and respective quotations on the basis of the best value for money compared with the service offered.

If two or more offers of the same amount will be received, the AIE will contact the bidders and conduct interviews via telephone in order to better evaluate the offers.

The results of the selection procedure will be communicated only to the awarded company.

Invoicing and Payment Conditions

Conditions for the payment:

- Satisfactory acceptance of services;
- Submission by the service provider of a detailed invoice.

The awarded service provider shall invoice full services to AIE provider in a single invoice with the total amount soon after the conclusion of the conference.

AIE will pay the provider the total amount of the invoice within 20 days day from the reception of the original invoice which have to include the following information:

Header: Jadransko Jonska Euroregija (Adriatic Ionian Euroregion) - Flanatička 29, 52100, Pula (Croatia) - Croatian VAT code: OIB 87750913519; email: secretariat@adriaticionianeuroregion.eu

Invoice object: "BleuTourMed_C3 Project - Ref : 1610 | 2MED15_3.1_HP_011 (Interreg Med Programme 2014-2020) – Catering service for the Conference "Fostering Sustainable Tourism in the Mediterranean Region" – 9 October 2019 – Brussels.

Description: Details of the services provided with the unit prices (VAT included).

Please note that AIE is not in the condition to pay in advance the invoice.

Contacts

For more information, please contact the AIE Secretariat:

Secretariat of Adriatic Ionian Euroregion
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