

**Stalno predstavništvo Republike Hrvatske pri Europskoj uniji**  
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Brussels, 16 January 2020

**CALL FOR TENDERS No 02/20**  
**Events at the hotel premises in Bruxelles**

## **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](mailto:pisarnica.sprheu@mvep.hr)

#### **Contact person**

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

### **1.2 Total quantity of procurement**

The quantity of the procurement item is indicative and visible from the financial offer form (Annex I). A real purchased amount of service based on a framework contract may be greater or lesser than the amounts predicted in the financial offer form (Annex I). The estimated expenditure for the complete duration of the framework contract shall be 77.000,00 EUR excluding VAT.

### **1.3 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 27<sup>th</sup> January 2020 at 10 a.m. (CET) to e-mail address: [pisarnica.sprhecu@mvep.hr](mailto:pisarnica.sprhecu@mvep.hr). Offers received beyond the deadline will not be considered.

The decision will be made by 31st January 2020.

#### **1.4 Language**

Only bids in English would be considered.

#### **1.5 Bid validity period**

Bid validity period: 150 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 food and beverages in restaurant or meeting room at the four star hotel in European Quartier of Bruxelles from 10<sup>th</sup> February 2020 to 30<sup>th</sup> June 2020.

The services will include:

- Provision of food and beverages for purposes such as buffets and cocktails

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

### **2.2. Provision of food and beverages**

The Contractor is requested to provide the catering services for 10 events from 70 up to 250 people at the premises of the tenderer.

#### **Overview of events activities**

Type of service	Number of events		
	From 70-120 persons	From 121-200 persons	From 201-250 persons
Buffet	2	4	1
Cocktail	1	1	1

The services needs are defined below:

1. Buffet timing estimated duration - 2 hours
2. Cocktail timing estimated duration 2 hours

## Overview of the required services

Type of service & option	
Standing Buffet style	<p>Cold and Hot buffet</p> <ul style="list-style-type: none"> <li>- minimum 3 starters,</li> <li>- minimum 3 main courses</li> <li>- minimum 3 types of dessert</li> </ul> <p>Contracting authority will bring his own cold dishes 24 h before event</p> <p>Alcohol free cocktail 120 minutes</p> <ul style="list-style-type: none"> <li>- still and sparkling water</li> </ul> <p>Contracting authority will bring his own wine and sparkling wine (A cork fee per opened bottle will be paid according to the price in Annex 1)</p>
Standing Cocktail style	<p>Finger food – 8 options,</p> <p>Contracting authority will bring his own cold dishes 24 h before event</p> <p>Alcohol free cocktail 120 minutes</p> <ul style="list-style-type: none"> <li>- still and sparkling water</li> </ul> <p>(A cork fee per opened bottle will be paid according to the price in Annex 1)</p>

The above services has to be include in the price:

- provision of related human resources as waiters and concierge,
- high tables for every buffet and cocktail according to the number of guests,
- cloakroom (optionally hostesses will be organised by guest)
- lectern and microphone, sound system and beamer in restaurant or meeting room
- serving and preparing of cold buffet - prosciutto, chorizo and cheese provided by contracting authority

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:

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 from Monday to Friday, from 08.00 to 17.00.

### **2.3 Ordering process**

Services will be at the contractor premises from 12:00 to 21:00 from Monday to Friday.

For each contracted event described in sections 5.1. or 5.2. contracting authority may request minor updates by email 24 hours in advance of the initial meeting date (for example changing the number of persons for a service).

## **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 FRAMEWORK AGREEMENT**

Completing the procedure of the call for tenders, three framework agreement will be concluded with 3 selected tenderers who has submitted the best financial offer (Annex I) for a duration from of 10th February 2020 to 30th June 2020.

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

## **5. CONTRACT AWARD**

### **5.1. Conformation of availability with tenderer who has submitted the best financial offer**

For each events contracting authority will request conformation of availability from a tenderer who has submitted the best financial offer by email at latest 10 days in advance of the planned event, providing the necessary detail (number of guests, date and time of events, etc). The tenderer has to confirm availability in 3 hour. If tenderer confirm availability contract will be signed, according to it the financial offer (Annex I).

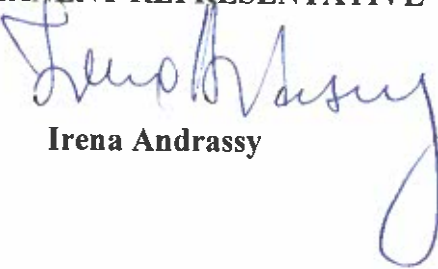
### **5.2. Conformation of availability with second and third tenderer who has submitted the best financial offer**

If tenderer who has submitted the best financial offer does not confirm availability contracting authority will request conformation of availability to the next tenderer who submitted the best financial offer as described in sections 5.1.

## **6. 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: .....

<b>Type of service</b>	<b>Number of persons /bottles</b>	<b>Price per person/bottle</b>	<b>Total coast for type of service (AxB)</b>
	<b>A</b>	<b>B</b>	
<b>Standing coctail</b>	<b>500</b>		
<b>Standing buffet</b>	<b>1000</b>		
<b>Corkage fee</b>	<b>600</b>		
<b>Total</b>			

Signed (authorised signature) on behalf of the Tenderer

Full name:.....

Date:.....

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