

## REQUEST FOR QUOTATION

National Centre for Research and Development (NCBR), with its headquarters in Warsaw (00-801), at Chmielna Street 69 (NIP: 701-007-37-77, REGON: 141032404) is initiating a public procurement procedure, the subject of which is the provision of catering services for the NCBR in a building located at Rue Belliard 40, 1040 in Brussels or in another location indicated by the Ordering Party.

### I. Subject of the order

The subject of the contract are catering services, performed for the National Center for Research and Development in a building located at Rue Belliard 40 in Brussels, 1040 or another location in Belgium.

The subject of the contract consists of the following batches:

Batch 1 - catering services during the organization of large meetings, e.g. conferences by the NCBR Office in Brussels, up to 200 people.

Batch 2 - catering service during the organization of medium-sized meetings by the NCBR Office in Brussels, up to 60 people.

Batch 3 - catering service during the organization of small meetings by the NCBR Office in Brussels, up to 25 people.

Batch 4 - catering service during full-day study visits or other full-day / multi-day meetings or events organized by the NCBR Office in Brussels, up to 60 people.

CPV: 55520000-1 catering services

### II. Terms of the contract

Deadline for the contract: 24 months from the date of signing the contract or until the funds that the Ordering Party intends to spend on financing the contract in each batch are used, with the possibility to extend the contract for another 18 months for each batch.

### III. Conditions for the performance of a future contract for each batch

- Catering should be provided in the form of a buffet and an appropriate number of cocktail tables, but the Ordering Party does not require the provision of cocktail tables at meetings of up to 25 participants. Additionally, the Contractor will provide waiter service according to the Ordering Party's needs in each batch.
- The catering offer should each time include the possibility of excluding gluten, mustard, nuts, curry and other ingredients that may cause allergies upon special request. The list of allergens present in the prepared dishes should be delivered each time at the request of the Ordering Party, along with the catering provided.
- The catering offer should always include a vegetarian and vegan dish.

Moreover:

- The Contractor is obliged to deliver to the venue of the event: dishes (glass, porcelain or ceramic), glasses incl. wine glasses, metal cutlery, napkins and tablecloths or stretch covers; at the request of the Ordering Party, the Contractor is obliged to provide disposable and ecological (not plastic) substitutes (e.g. paper plates).
- The Contractor will provide equipment for the catering organization: heaters, containers for cooling alcohol with ice, and other items and equipment necessary for the performance of the service.
- The used tableware will be clean, undamaged and sterilized. Metal cutlery will be prepared for consumption. Used tablecloths or stretch covers must be absolutely clean, undamaged and ironed.
- The Contractor is obliged to deliver tables for buffets with stretch covers or tablecloths (covers, tablecloths in the following colors: white, black, gray - during one event the Contractor must provide uniform tables and covers).
- Cocktail tables with stretch covers or tablecloths should be provided in the number appropriate to the number of participants.
- Meals must be prepared with fresh and high-quality products, prepared on the day of the service. Meals must be served aesthetically, i.e. in a way that proves the highest quality of the meal.
- At the request of the Ordering Party, the Contractor will provide symbolic decorations of fresh flowers for each of the cocktail tables.
- Each dish should be accompanied by a label plate describing what it is, with the indication of vegetarian/vegan dishes and any allergens contained in the dishes. The Contractor will print cards or tickets with the names of the product/dish in English and place them on the buffets by the meals served.
- Processed products must have an appropriate use-by date.
- The Contractor will always provide the equipment necessary to perform the service (in the event of destruction or loss of tableware or equipment, the Contractor must be able to perform the contract without disturbances).
- In special cases and after consulting the Contractor regarding the availability of products, the Ordering Party may extend or modify the nature of the order referred to in batches 1-4; in particular, the amendment may include the extension by traditional Polish products (e.g. draft beer, regional products - cold cuts, cheese etc.).

In addition, the Contractor's obligations will include:

- bringing and taking tables for buffets, cocktail tables and – if necessary – tables and chairs for consumption, to and from the place of the event (i.e. to the headquarters of the NCBR Office in Brussels at Rue Belliard 40, 1040 or another location in Belgium, indicated by the Ordering Party) within the time and time necessary for the proper performance of the service;
- preparation of tables (setting, covering with stretch covers or tablecloths, setting of dishes) in the room/space indicated by the Ordering Party;
- collecting the dishes and cleaning the room of the service;
- taking care of cleanliness during coffee breaks and lunch/cocktails;

- ongoing exchange of dishes and cleaning as well as removal of post-consumer waste from the service area. The Contractor is obliged to provide waste bins and, in agreement with the Ordering Party, locate them in a suitable place not visible to participants.

The Contractor will be informed by the Ordering Party about the need for a catering service in a regular mode not later than 14 calendar days before the planned meeting, however, the Ordering Party reserves that in case of emergency it will report the need 5 calendar days before the planned meeting. The Contractor will present for approval the Ordering Party the proposed menu to be agreed no later than 3 days before the event, and up to 2 days in urgent situations.

The Ordering Party stipulates that the menu must be different from the one previously prepared within each batch of the order.

Each time the Ordering Party shall specify in the application the number of participants who will take part in the planned meeting.

Meetings will be held on weekdays (Monday to Friday) from 9:00 am to 11:00 pm.

#### **IV. Detailed information on the events planned by the Ordering Party along with an indication of the types of meals:**

##### **Batch 1:**

In batch 1 of the order, the Ordering Party provides for the organization of a minimum of 2 and a maximum of 6 large meetings (up to 10 hours each) for a minimum of 60 and a maximum of 200 people. A waiter service will also be provided – the Contractor will provide waiters matching the number of participants in the meeting.

##### **For large meetings, the Contractor will provide at least:**

- dry cold snacks - salty,
- warm, dry and salty snacks,
- cold and sweet snacks - including Belgian sweets,
- coffee - the Contractor will provide coffee machines/barrels to the place of the organized event in the number matching the number of participants,
- mix of teas in sachets (unlimited) for self-brewing. In addition, the Contractor will provide boiling water in special thermos flasks,
- milk or cream (with lactose, lactose-free, plant) for coffee, sugar (white and brown), sweetener, lemon,
- water (still and sparkling) in unlimited quantity,
- 0.4l juice per person.

Snacks will be available in the form of a buffet throughout the visit in the place indicated by the Ordering Party.

##### **Additionally, each time the Contractor will prepare:**

1. Sandwich lunch / cocktail consisting of at least:

- half a wrap with chicken or vegetables, not less than 300g - 1 per person;

- sandwiches (mixed - ham, fish, vegetables with baguette bread; not less than 150g - 2 per person)
- portion of salad, various types, not less than 150g - 1 per person
- sweets - various types of tarts, portion of chocolate or fruit mousse and others - a total of 2 pieces of dessert per person, provided that the sweets given must differ from those that will be served in the buffet.

**OR**

2. Warm meal consisting of at least:

- 2 types of soups, not less than 250 ml / person - meat, veg, baguettes (1 portion per person),
- quiche with grilled vegetables or quiche with meat - served hot, not less than 300g - 1 portion per person;
- standard size salads (veg and with meat / fish) (1 serving per 10 people) - 2 different types, not less than 1500g per serving;
- sweets - various types of tarts, portion of chocolate or fruit mousse and others - a total of 2 pieces of dessert per person, provided that the sweets given must differ from those that will be served in the buffet.

**OR**

3. Warm meal 2 consisting of at least:

- baked potatoes, rice, not less than 200g - 1 portion per person,
- mix of vegetables - served warm, not less than 150g - 1 portion per person,
- standard size salads (veg and with meat / fish) (1 serving for 10 people) - 2 different types, not less than 1500g per serving,
- fish fillets (and vegetarian and vegan substitutes) - 2 types (salmon and others), not less than 100g - 1 portion per person,
- meat (and vegetarian and vegan substitutes) - 2 types, not less than 100g - 1 portion per person,
- sweets - various types of tarts, portion of chocolate or fruit mousse and others - a total of 2 pieces of dessert per person, provided that the sweets given must differ from those that will be served in the buffet.

Warm meal will be served only at meetings lasting at least 3 hours.

During the event in the afternoon or evening, the Contractor, at the request of the Ordering Party, will provide alcohol: i.e. 0.5 liters of dry white wine per person, at least medium standard, and 0.3 liters of dry red wine per person, of at least medium standard.

**Batch 2:**

In batch 2 of the order, the Ordering Party provides for the organization of a minimum of 3 and a maximum of 8 medium meetings (up to 10 hours each) for a maximum of 60 people.

A waiter service will also be provided – the Contractor will provide waiters matching the number of participants in the meeting.

**For medium meetings, the Contractor will provide at least:**

- dry cold snacks - salty,
- warm, dry and salty snacks,
- cold and sweet snacks - including Belgian sweets,
- coffee - the Contractor will provide coffee machines/barrels to the place of the organized event in the number matching the number of participants,
- mix of teas in sachets (unlimited) for self-brewing. In addition, the Contractor will provide boiling water in special thermos flasks,
- milk or cream (with lactose, lactose-free, plant) for coffee, sugar (white and brown), sweetener, lemon,
- water (still and sparkling) in unlimited quantity,
- 0.4l juice per person.

Snacks will be available in the form of a buffet throughout the visit in the place indicated by the Ordering Party.

**Additionally, each time the Contractor will prepare:**

1. Sandwich lunch / cocktail consisting of at least:

- half a wrap with chicken or vegetables, not less than 300g - 1 per person;
- sandwiches (mixed - ham, fish, vegetables with baguette bread; not less than 150g - 2 per person)
- portion of salad, various types, not less than 150g - 1 per person
- sweets - various types of tarts, portion of chocolate or fruit mousse and others - a total of 2 pieces of dessert per person, provided that the sweets given must differ from those that will be served in the buffet.

**OR**

2. Warm meal consisting of at least:

- 2 types of soups, not less than 250 ml / person - meat, veg, baguettes (1 portion per person),
- quiche with grilled vegetables or quiche with meat - served hot, not less than 300g - 1 portion per person;
- standard size salads (veg and with meat / fish) (1 serving per 10 people) - 2 different types, not less than 1500g per serving;
- sweets - various types of tarts, portion of chocolate or fruit mousse and others - a total of 2 pieces of dessert per person, provided that the sweets given must differ from those that will be served in the buffet.

**OR**

3. Warm meal 2 consisting of at least:

- baked potatoes, rice, not less than 200g - 1 portion per person,
- mix of vegetables - served warm, not less than 150g - 1 portion per person,
- standard size salads (veg and with meat / fish) (1 serving for 10 people) - 2 different types, not less than 1500g per serving,

- fish fillets (and vegetarian and vegan substitutes) - 2 types (salmon and others), not less than 100g - 1 portion per person,
- meat (and vegetarian and vegan substitutes) - 2 types, not less than 100g - 1 portion per person,
- sweets - various types of tarts, portion of chocolate or fruit mousse and others - a total of 2 pieces of dessert per person, provided that the sweets given must differ from those that will be served in the buffet.

Warm meal will be served only at meetings lasting at least 3 hours.

During the event in the afternoon or evening, the Contractor, at the request of the Ordering Party, will provide alcohol: i.e. 0.5 liters of dry white wine per person, at least medium standard, and 0.3 liters of dry red wine per person, of at least medium standard.

**Batch 3:**

In batch 3 of the order, the Ordering Party provides for the organization of a minimum of 8 and a maximum of 18 small meetings for a maximum of 25 people (up to 5 hours each).

A waiter service will also be provided – the Contractor will provide waiters matching the number of participants in the meeting.

**For small meetings, the Contractor will provide at least:**

- cold salty snacks, e.g. tartlets, bruschetta, tiny pizzas, crackers, grissini,
- 2 small French croissants per person,
- 2 small French cinnamon / chocolate rolls per person,
- fruit basket - 2 fruits per person - easy to eat,
- coffee - the Contractor will provide coffee machines/barrels to the place of the organized event in the number matching the number of participants,
- mix of teas in sachets (unlimited) for self-brewing. In addition, the Contractor will provide boiling water in special thermos flasks,
- milk or cream (with lactose, lactose-free, plant) for coffee, sugar (white and brown), sweetener, lemon,
- water (still and sparkling) in unlimited quantity,
- 0.4l juice per person.

**OR**

- mix of standard croissants, bread, various rolls - a total of 2 per person,
- various types of cheeses,
- butter, marmalade, honey,
- fruit basket - 2 fruits per person - easy to eat,
- coffee - the Contractor will provide coffee machines/barrels to the place of the organized event in the number matching the number of participants,
- mix of teas in sachets (unlimited) for self-brewing. In addition, the Contractor will provide boiling water in special thermos flasks,
- milk or cream (with lactose, lactose-free, plant) for coffee, sugar (white and brown), sweetener, lemon,

- water (still and sparkling) in unlimited quantity,
  - 0.4l juice per person.
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Snacks will be available in the form of a buffet throughout the visit in the place indicated by the Ordering Party.

During the event in the afternoon or evening, the Contractor, at the request of the Ordering Party, will provide alcohol: i.e. 0.5 liters of dry white wine per person, at least medium standard, and 0.3 liters of dry red wine per person, of at least medium standard.

**Batch 4:**

In batch 4 of the order, the Ordering Party provides for the organization of a minimum of 4 and a maximum of 12 two-day meetings (9 hours each day) for a maximum of 60 people.

A waiter service will also be provided – the Contractor will provide waiters matching the number of participants in the meeting.

The Contractor will provide every day at least:

- cold salty snacks, e.g. tartlets, bruschetta, tiny pizzas, crackers, grissini,
- 2 small French croissants per person,
- 2 small French cinnamon / chocolate rolls per person,
- fruit basket - 2 fruits per person - easy to eat,
- coffee - the Contractor will provide coffee machines/barrels to the place of the organized event in the number matching the number of participants,
- mix of teas in sachets (unlimited) for self-brewing. In addition, the Contractor will provide boiling water in special thermos flasks,
- milk or cream (with lactose, lactose-free, plant) for coffee, sugar (white and brown), sweetener, lemon,
- water (still and sparkling) in unlimited quantity,
- 0.4l juice per person.

Snacks will be available in the form of a buffet throughout the visit in the place indicated by the Ordering Party.

**Additionally, each time the Contractor will prepare:**

Warm Lunch consisting of at least:

- 2 types of soups, not less than 250 ml / person - meat, veg, baguettes (1 portion per person),
- quiche with grilled vegetables or quiche with meat - served hot, not less than 300g - 1 portion per person;
- standard size salads (veg and with meat / fish) (1 serving per 10 people) - 2 different types, not less than 1500g per serving;
- sweets - various types of tarts, portion of chocolate or fruit mousse and others - a total of 2 pieces of dessert per person, provided that the sweets given must differ from those that will be served in the buffet.

Warm Lunch 2 consisting of at least:

- baked potatoes, rice, not less than 200g - 1 portion per person,
- mix of vegetables - served warm, not less than 150g - 1 portion per person,
- standard size salads (veg and with meat / fish) (1 serving for 10 people) - 2 different types, not less than 1500g per serving,
- fish fillets (and vegetarian and vegan substitutes) - 2 types (salmon and others), not less than 100g - 1 portion per person,
- meat (and vegetarian and vegan substitutes) - 2 types, not less than 100g - 1 portion per person,
- sweets - various types of tarts, portion of chocolate or fruit mousse and others - a total of 2 pieces of dessert per person, provided that the sweets given must differ from those that will be served in the buffet.

The contracting authority reserves the right to shorten or extend the meetings by 0.5-1 days.

Warm Lunch will be served only at meetings lasting at least 3 hours.

During the event in the afternoon or evening, the Contractor, at the request of the Ordering Party, will provide alcohol: i.e. 0.5 liters of dry white wine per person, at least medium standard, and 0.3 liters of dry red wine per person, of at least medium standard.

**Additional information on waiter service for each part:**

Waiter service should meet the following requirements:

- experience in the waiter services,
- good health,
- high level of personal culture, punctuality, discipline and duty,
- no criminal record,
- at least 18 years of age,
- communicative English language,
- waiter service will be dressed in identical uniforms, i.e. official outfits, tailored to the rank and nature of the Event. Dress for waiters / waitresses shall be in accordance with the standards of catering services.