



REQUEST FOR PROPOSAL

ANNEX I

Request For Proposal, Scope and requirements

1. Scope of Work:

Event Catering: Provide catering services for events, meetings, conferences, and special events.

Menu Planning: Collaborate with the organisation to design menus that meet dietary requirements and preferences, including options for vegetarian, halal, and other dietary restrictions.

Food Preparation and Presentation: ensure the highest standards of food hygiene and required regulatory standards are adhered to during food preparation and presentation, which is often offered buffet style.

Staffing: no staff needed, just delivery and pick up of the food and drink as ordered.

Equipment and Utensils: Supply all necessary equipment, utensils, and serving ware.

Beverage Service: Offer a variety of beverage options, both alcoholic and non-alcoholic.

Food offerings can be across a range of menus, breakfast, coffee breaks with biscuits and small sweets, lunch both hot and cold, apero evening canapés and wine.

2. Proposal Guidelines:

Interested catering service providers are requested to submit a detailed proposal that includes the following:

Company Profile: Background information about the company, including experience and qualifications.

Menu Options: Sample menus for different types of events, including pricing.

References: Contact information for at least three references from previous clients.

3. Evaluation and Selection Process:

The evaluation will consider:

Quality of Food and Beverage: Taste, presentation, and variety of menu options.

Experience and Reputation: Track record of successful catering services and positive client feedback.

Service Quality: Professionalism and efficiency of catering staff.

Cost: Pricing and overall value for money.

Flexibility and Customisation: Ability to customize menus and services to meet specific event needs.

4. Proposal:

The proposal should also be split in a financial proposal, and a technical proposal (see point 3 in main RFP).

5. Terms and Conditions:

Invoicing needs to be issued in original format with unique invoice numbers.

Payment term 30 days net.

6 The Contract

6.1 **Term of Agreement.** [Example: The Agreement resulting of this solicitation shall be for an initial period of two (2) years with the option to extend, at the sole discretion of Geneva Call, for an additional two (2) two-year period]

6.2 **Termination** Geneva Call may terminate the Agreement resulting from this solicitation, or any services under such Agreement, without prejudice to any other rights or remedies, by giving ninety (90) days written notice to the Contractor.



7 Disclaimer.

7.1 Geneva Call does not guarantee a minimum quantity of purchases.