**PUBLIC TENDER**

**Tender Reference: 002/2017/SER**

**Date: 4 September 2017**

**Terms of Reference**

**Dinner package delivery**

EU4Georgia, a EU-funded communication project, is seeking to receive proposals to select a provider who will provide food for a group of approx. 200 persons.

**Background**

On 7 May 2017, Europe Day was celebrated in Rike Park, Tbilisi. In order to ‘celebrate new opportunities’, the Euro Village was set-up in the park where EU Delegation to Georgia and all EU Member States were represented in special tents. Besides EU embassies, EU Delegation partners and programmes also took part, namely EUMM, UNDP, EU NATO Info Centre and ENPARD, Skills4Jobs, EU4Business, EU4Justice, Human Rights 4 All, ERASMUS + and other regional projects.

EU Day was organised by EU4Georgia project with the support of the Tbilisi Municipality and more than 200 volunteers. Volunteers played a huge part in the successful implementation of the event. As a sign of appreciation of the work of volunteers, EUD has awarded them with certificates.

In order to build a steady network of volunteers and contribute to their skills development, EU4Georgia project proposes to organise a **EU Volunteers Day** on 23 September 2017 in Vake Park, Tbilisi.

**Objective of the activity**

The main aim of the activity is to show the EUD and EU4Georgia project’s appreciation of the work that has been done by volunteers on 7 May 2017 during the EU Day in Tbilisi and to develop the team leadership and team working skills of the volunteers, which is key to the successful implementation of the project’s large public events. For the project it is also important to have constant communication with the volunteers and to build an open database of volunteers, in order to give them new opportunities for participation and civil activism.

**Technical Details**

**Event Date:** 23 September 2017

**Event Location:** Vake Park, Tbilisi

**Time of Delivery:** 18:00

**Packing form:** Dinner package

**Requirements**

The selected provider is required to deliver dinner package on above indicated time and place.

Food will have to be packed in appropriate and food/secure packaging.

Sandwich and Khachapuri has to be packed in separate packaging.

Food has to be delivered on time.

Providers must submit example of proposed dinner package if required.

Submitted price must include delivery costs.

The selected provider is expected to:

* To provide fresh and healthy food for 200 persons.
* To provide for continuous water (and possibly coffee/tea/juices service) provision from 14:00 to 20:00.
* To deliver food to the venue on time (
* To provide for a timed proposal (and related costs) for possible (unforeseen, unless bad time) decrease of the number of participants and (eventually only limited to the dinner and additionally services) for any increase of participants number.
* A proposal for “this specific day” gift to all participants will also have to be included as optional item in the offer.

**Suggested content of the dinner package**

* Sandwich
* Khachapuri
* Cake
* Water
* Fruit

**Dinner package: Ingredient Description, Amounts and Price Grid**

|  |
| --- |
| Annex 1 |
| # | **Name** | **Ingredient Description for One unit** | **Amount of unit**  | **Unit Price**  | **Total Sum**  |
|  | **Sandwich**(Sandwich bread, Ham, Cheese, Tomato, lettuce leaf,Mayonnaise) | * Sandwich bread – 40gr.
* Ham – 40gr.
* Cheese – 40gr
* lettuce leaf – 10gr
* Mayonnaise 10gr
 | 200 |  |  |
|  | **Khachapuri**(one peace or slice) | * Dough – 100gr
* Cheese – 100gr
 | 200 |  |  |
|  | **Cake** | * cup cake
 | 200 |  |  |
|  | **Water**(0,5 L) | * Still water in plastic bottle
 | 200 |  |  |
|  | **fruit** | * One Apple
 | 200 |  |  |
|  | **Sub Total** |  |
|  |
|  | **Name & contact Information**  |  |
|  | **Bank Details**  |  |
|  | **Signature of Provider entity and stamp** |  |

**Submission of proposals**

In order to be considered, filled in Annex 1 (including the food sample) should be *hand* *delivered in a sealed envelope* to the EU4Georgia office at:

Lado Asatiani 36a Street, Solokali, Tbilisi 0105, Georgia

NO LATER than **13.00 Georgia Time** on **Friday, 8 September 2017**.

* Proposal has to be submitted with unit price(s) in GEL
* EU4Georgia project is VAT exempt. Kindly ensure that all price(s) quoted in GEL are excluding VAT
* For transparency of the process we require that the proposals are received in the sealed form (sealed envelopes)
* Proposals received in any other manner or after the indicated above deadline will be REJECTED
* **Evaluation criteria** will be based on price (50 points), and overall quality of the offered services (50 points)

Note that failure to submit proposal in GEL, or in accordance with the requested terms, will result in automatic rejection of the application.

**Payment**

Payment will be done in 2 tranches:

* Advance payment - 1/2 of total budget
* Payment #2 – after the project completion within 7 working days (thus including final balance of participants)

**Supervision**

The selected organisation will work under the direct supervision of the EU4Georgia officer.

It is to be noted that during the event pictures will be taken and filming will take place; therefore, the selected entity staff will have to sign a video/photographer release.

**Contracting details**

The supplies contact (letter of appointment) will be signed with JCP Srl, based in Italy, which is managing a project EU4Georgia on behalf of the EU Delegation to Georgia.

*For further information, please contact* ***Mr Dragan Barbutovski****, Team Leader of the EU4Georgia Project (+995 591 163 400,* *dbarbutovski@eu4georgia.eu**)*