

Ex-ante publicity notice - negotiated procurement procedure

Subject: Provision of catering and associated services

Ref: SRB/NEG/11/2022

The Single Resolution Board ("SRB") will shortly launch a call for tenders for the provision of catering and its associated services. The aim is to sign a Single Framework Contract for twelve (12) months with one contractor for a maximum total amount of EUR 60.000 (sixty thousand euros).

This estimated total amount includes the provision of catering services (including the preparation and distribution of the food), the provision of service personnel, necessary furniture (high tables), dishware, cutlery and other related objects, tidying the breakout areas after use and other services, which will be further explained in the tender specifications.

The amount mentioned above states the total maximum amount possible under the Framework Contract. After signature of the Framework Contract and based on the needs of the SRB, for each separate event the SRB will send a request for offer on the basis which the parties will sign an order form, fixing the actual value for each event and the relevant services.

The Framework Contract will enter into force as of the signature of the last contracting party (estimated: mid/end May 2022). The first estimated order form is expected to be signed end of May 2022 for an event planned on 8 and 9 June 2022.

I - Purpose of the Tender

The SRB is looking for an economic operator to provide catering and associated services on its premises in Treurenberg 22, 1049 Brussels.

In terms of events, the SRB has already scheduled for 2022, at least five (5) events between June and December 2022 with the number of participants varying from 10 to around 80. It should also be noted that for a particular event scheduled for 19th September 2022, the catering will need to cover approx. 400 participants.

Please find below **see three (3) examples** of services and the exact dates for June/September:

Event A: Two (2) half days (8 & 9 June), **20 participants**, two (2) Standard coffee breaks, one (1) **Standard lunch**, possibly Standard Cocktail/Reception in-house at the end of the first day.

Event B: Two (2) half days (23 & 24 June), **80 participants**, 3 VIP coffee break, one VIP lunch, one (1) Cocktail/Reception **VIP in-house** for the first evening (23rd June).

Event C: One (1) full day (19 September), **400 participants**, two (2) VIP coffee breaks and one (1) **VIP lunch outside the SRB premises in a building of the European Commission (Place Schuman)**.

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The SRB would like to invite the interested economic operators to declare their interest in participating in this tender, as specified below in point II.

II - Scope of the tender and description

The Single Resolution Board will request the contractor to provide the following different options:

1. Standard Coffee break

- Coffee served in thermos, tea (variety of fruit, herbal, black, green) in individual packaging;
- Sparkling and still water (half a liter/ person) and soda drinks;
- Individually wrapped biscuits (2 for each person);
- Sugar in sachets, milk;
- Napkins;
- Dishware (plates, glasses, serving plates) and cutlery need to be provided by the contractor;

2. VIP Coffee break

- Coffee served in thermos, tea (variety of fruit, herbal, black, green) in individual packaging;
- Sparkling and still water (half a liter/ person) and soda drinks;
- Variety of mini viennoiserie (e.g.: croissant, pain au chocolat etc.) and salty bites (such as small quiches, cheese rolls, mini croissants), 2 per person;
- Sugar in sachets, milk;
- Napkins;
- Bottled orange juice;
- Dishware, cutlery need to be provided by the contractor;
- 1-2 persons should be in charge of the service from the delivery to the end. Task will include serving guests where necessary and collecting, storing plates after each break;

3. Standard Lunch – Sandwiches

- Variety of sandwiches with a selection of at least two (2) different breads types such as whole grain, wrap, tortilla, focaccia, sour dough and not restricted to classic baguette (estimated 4 sandwiches per person, at least one meat/or fish option and one vegetarian option). For the standard lunch, the contractor should also offer appetizers, cheese plateau, and one (1) small dessert (such as pralines, cookies) per person;
- Sparkling and still water (half a liter/ person) and soda drinks;
- High tables, table cloth/ decoration for tables, napkins and cutlery;
- Dishware (glasses, plates), napkins and cutlery need to be provided by the contractor;
- 1 person should be in charge of the service from the delivery to the end. Task will include serving guests where necessary and collecting, storing plates after lunch and cleaning of the lunch area.

4. VIP Lunch– Type buffet/walking lunch

- Cold and warm lunch buffet (one cold starter, one meat and one fish dish, two side dishes, such as vegetables or starch dish (e.g. rice, pasta, potatoes); bread rolls and butter; 2 types of dessert and 1 fruit per person);
- Sparkling and still water (half a liter/ person) and soda drinks;
- High tables, heating devices (such as Bain Marie)/ chafing dishes, napkin;
- Dishware (glasses, plates), cutlery need to be provided by the contractor;
- 2-3 persons should be in charge of the service from the delivery to the end. Task will include serving guests where necessary and collecting, storing plates after lunch and cleaning of the lunch area.

5. Standard Cocktail/Reception

- The cold canapés and light bites menu should include six (6) items per person, of which at least one meat/fish and one vegetarian dish, one small dessert per person;
- White wine, Red wine and Cava or similar (2 Glasses per person);
- Sparkling and still water (half a liter/ person) and soda drinks;
- High tables, dishware (glasses, plates), chafing dishes (such as Bain Marie, electric or candle, napkin);
- Dishware, cutlery need to be provided by the contractor;
- 2-3 persons should be in charge of the service from the delivery to the end. Task will include serving guests where necessary and collecting, storing plates after lunch and cleaning of the reception area.

6. VIP Cocktail/Reception

- The warm and cold more sophisticated/gourmet canapés (gourmet) should include six (6) items per person, of which one should be a meat option, one fish, one vegetarian option, as well as two (2) different desserts per person;
- White wine, Red wine and Cava or similar (3 Glasses per person)
- Sparkling and still water (half a liter/ person) and soda drinks;
- High tables, dishware (glasses, plates), chafing dishes (such as Bain Marie, electric or candle), napkin (paper-good quality) and cutlery;
- Dishware, cutlery need to be provided by the contractor;
- 2-3 persons should be in charge of the service from the delivery to the end. Task will include serving guests where necessary and collecting, storing plates after lunch and cleaning of the reception area.

Important notes:

- The contractor shall provide sufficient catering service staff to get the delivery within the premises and set up food-service areas with the food and beverages and to do the catering services. Task include preparation of the food and presentation, buffet service were applicable, collection of the used dishware, tidying the used areas for the next breakout or after the day. Persons working onsite should be well presented and maybe wearing a sort of uniform and using masks and gloves.
- Please note that the SRB does not have canteen facilities available, therefore it is not possible to cook, reheat, prepare or maintain food in refrigerators. The Contractor shall bring their own devices for transport and storing dishes.
- Dishware should not be plastic and should not be disposable.
- The SRB can provide maximum 10 high tables and 10 low tables.

Price:

In the Invitation to tender, the tenderer will be asked to provide prices per person for each of the six (6) options depending on the number of participants per type of meeting

In addition, for evaluation purposes, the tenderer will be asked to provide a total price for a fictitious event detailed in the invitation to tender.

III - Description of the procedure

Interested economic operators can express their interest in participating in the call for tenders by **completing Annex 1** to this ex-ante publicity **until 25/4/2022, 12:00 Brussels time**, in writing, by email to: SRB-PROCUREMENT@srb.europa.eu

No evaluation is performed at this stage. All the economic operators who have expressed their interest in participating in this procurement procedure before the above-mentioned deadline **will subsequently be invited to submit a tender**. The SRB, as contracting authority, reserves the right to also invite additional economic operators not included on the list of interested economic operators who responded to this ex-ante publicity notice.

An economic operator may consider submitting a tender as a single entity or in collaboration with other service providers: either by submitting a joint tender with (a) partner(s) (assuming joint and several liability towards the contracting authority for the performance of the contract) and/or through subcontracting. In case of a joint tender with (a) partner(s), all partners must be identified in the expression of interest and cannot be modified at a later stage of the procurement procedure.

Only the economic operators invited by the contracting authority to submit a tender in this procurement procedure will be admissible.

It should be noted that the SRB reserves the right to decide not to launch the negotiated procedure. Such a decision will be communicated accordingly.

SRB Procurement

ANNEX 1

EXPRESION OF INTEREST TO PARTICIPATE

Provision of catering and associated services

Ref: SRB/NEG/11/2022

Company information :

Company Name

Contact Person :

Contact	Details
Name	
Organisation	
Address	
Telephone	
Fax	
E-mail	

On behalf of the [company I represent], I hereby submit this expression of interest (which is not an offer) and would like to participate in the procurement procedure. I acknowledge that the Single Resolution Board (SRB) may cancel the process at any time and that the SRB reserves the right to also invite economic operators not included in the list of interested economic operators who responded to this ex-ante advertisement

Name:**Function:****Date:****Signature:**