**Appendix 4 – CATERING SERVICES**

**(as described under section B.2c of the Tender File)**

**Please complete all cells framed in red**

|  |  |  |  |
| --- | --- | --- | --- |
| **CATERING** | **Price in Euros** | | |
| **Coffee break**  *(per person / per break)*  **VAT exc. ▼** | **Lunch** *(per person / per meal)*  **VAT exc. ▼** | **Dinner** *(per person / per meal)*  **VAT exc. ▼** |
| **Small scale meetings**  **(up to 10 participants)** ► |  |  |  |
| **Medium scale meetings**  **(10-50 participants)** ► |  |  |  |
| **Large scale meetings**  **(50 -160)** ► |  |  |  |
| **Handling fee for catering services**  ► |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CATERING**  **For events taking place within a partner insitution**  **(no hotel/conference center)** | **Price in Euros** | | |
| **Coffee break**  *(per person / per break)*  **VAT exc. ▼** | **Lunch** *(per person / per meal)*  **VAT exc. ▼** | **Waiter services** *(Per person / per hour)*  **VAT exc. ▼** |
| **Small scale meetings**  **(up to 10 participants)** ► |  |  |  |
| **Medium scale meetings**  **(10-50 participants)** ► |  |  |  |
| **Large scale meetings**  **(50 -160)** ► |  |  |  |
| **Handling fee for catering services**  ► |  |  |  |