APPENDIX 4 – CATERING SERVICES

(As described under section B 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 institution**  **(Not a 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 ►** |  |  |  |