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Annex 2
to the Conditions of Procurement

TENDER

CATERING AND EVENT HOSPITALITY SERVICES

(Date)

(Place)

Name of the Supplier <i>(where a group of economic operators participates in the Procurement, the names of all members of the group shall be provided)</i>	
Supplier's company registration number:	
Supplier's VAT identification number(s):	
Full name of the person responsible for this Tender	
Telephone number	
E-mail	

1. We hereby certify that we agree to all the terms and conditions of the Procurement set out in the Procurement Terms and Conditions and other Procurement Documents (including explanations and clarifications thereof).
2. By submitting electronic copies of documents, we declare that such copies are authentic and that the information contained therein is correct.
3. By submitting this Tender, we confirm that the prices offered include all taxes, charges and other expenses necessary for the performance of the Contract.

4. We confirm that the information provided in this Tender is correct, that the services offered fully comply with the requirements set out in the Procurement Documents, including the requirements set out in Annex 1 “Technical Specification” to the Procurement Terms and Conditions (hereinafter referred to as the Technical Specification), and that they encompass everything necessary for the proper performance of the Contract.

We offer the following services (*specify the lot or lots for which the Tender is being submitted*):

LOT 1 (LOT ONE)

4.1. Supply of prepared food services during seated receptions and business breakfasts

No.	Type of event	Average number of participants per event ¹	Estimated number of planned events ²	Estimated total planned number of participants ³	Unit price of service per person, EUR excl. VAT	Total price of services, EUR excl. VAT ⁴
(1)	(2)	(3)	(4)	(5)=(3)x(4)	(6)	(7)=(5)x(6)
4.1.1.	Seated events (business lunches)	35	10	350		
4.1.2.	Seated events (business lunches) with table setting and decoration items	35	10	350		
4.1.3.	Seated events (business dinners)	35	5	175		
4.1.4.	Seated events (business dinners) with table setting and decoration items	35	5	175		
4.1.5.	Seated events (buffet-type catering)	35	10	350		
4.1.6.	Seated events (buffet-type catering) with table setting and decoration items	35	10	350		
4.1.7.	Business breakfasts	30	30	900		
4.1.8.	Total price of services, EUR excl. VAT:					

¹ The quantities of the Services specified in the Technical Specification and the Supplier's Tender are indicative only and are intended solely for the evaluation and comparison of tenders. The Contracting Authority shall not be obliged to order the entire quantity of the Services specified therein.

² The quantities of the Services specified in the Technical Specification and the Supplier's Tender are indicative only and are intended solely for the evaluation and comparison of tenders. The Contracting Authority shall not be obliged to order the entire quantity of the Services specified therein.

³ The quantities of the Services specified in the Technical Specification and the Supplier's Tender are indicative only and are intended solely for the evaluation and comparison of tenders. The Contracting Authority shall not be obliged to order the entire quantity of the Services specified therein.

⁴ Prices in the tender shall be indicated rounded to two decimal places.

No.	Type of event	Average number of participants per event ¹	Estimated number of planned events ²	Estimated total planned number of participants ³	Unit price of service per person, EUR excl. VAT	Total price of services, EUR excl. VAT ⁴
(1)	(2)	(3)	(4)	(5)=(3)x(4)	(6)	(7)=(5)x(6)
	<i>(calculated by summing the total service prices indicated in column 7)</i>					
4.1.9.	VAT amount (/enter/ %)					
4.1.10.	Total price of services, EUR incl. VAT					

4.2. Event services during seated receptions and business breakfasts

No.	Type of service	Estimated number of hours per employee or number of services ⁵	Unit price of one employee's working hour or service, EUR excl. VAT ⁶	Total price, EUR excl. VAT ⁷
(1)	(2)	(3)	(4)	(5)=(3)x(4)
4.2.1.	Waiter/waitress services	100		
4.2.2.	Cook services	30		
4.2.3.	Transportation services	80		
4.2.4.	Total price of services, EUR excl. VAT: <i>(calculated by summing the total service prices indicated in column 5)</i>			
4.2.5.	VAT amount (/enter/ %)			
4.2.6.	Total price of services, EUR incl. VAT			

4.3. Comparative tender price of Lot One

Tender currency: EUR

⁵ The quantities of the Services specified in the Technical Specification and the Supplier's Tender are indicative only and are intended solely for the evaluation and comparison of tenders. The Contracting Authority shall not be obliged to order the entire quantity of the Services specified therein.

⁶ Prices in the tender shall be indicated rounded to two decimal places.

⁷ Prices in the tender shall be indicated rounded to two decimal places.

No.	Total prices (incl. VAT) indicated in the tables of items 4.1–4.2	Price (incl. VAT) ⁸
(1)	(2)	(3)
4.3.1.	Supply of prepared food services during seated receptions and business breakfasts: (total tender price incl. VAT indicated in item 4.1.10)	
4.3.2.	Event service (staffing) services during seated receptions and business breakfasts: (total tender price incl. VAT indicated in the table of item 4.2.6)	
4.3.3.	Comparative Tender Price incl. VAT, in figures: (calculated by adding up the prices indicated in column (3) of this table)	
4.3.4.	Comparative Tender price incl. VAT, in words:	

LOT 2 (LOT TWO)

4.4. Supply of prepared food services during standing receptions and coffee breaks

No.	Type of event	Average number of participants per event ⁹	Estimated number of events ¹⁰	Estimated total planned number of participants ¹¹	Price of service per person, EUR excl. VAT ¹²	Total price of services, EUR excl. VAT ¹³
(1)	(2)	(3)	(4)	(5)=(3)x(4)	(6)	(7)=(5)x(6)
4.4.1.	Standing receptions (cocktail receptions)	150	10	1500		
4.4.2.	Standing receptions (cocktail receptions) with table setting and decoration items	150	40	6000		
4.4.3.	Standing buffet-type receptions	100	10	1000		

⁸ Prices in the tender shall be indicated rounded to two decimal places.

⁹ The quantities of the Services specified in the Technical Specification and the Supplier's Tender are indicative only and are intended solely for the evaluation and comparison of tenders. The Contracting Authority shall not be obliged to order the entire quantity of the Services specified therein.

¹⁰ The quantities of the Services specified in the Technical Specification and the Supplier's Tender are indicative only and are intended solely for the evaluation and comparison of tenders. The Contracting Authority shall not be obliged to order the entire quantity of the Services specified therein.

¹¹ The quantities of the Services specified in the Technical Specification and the Supplier's Tender are indicative only and are intended solely for the evaluation and comparison of tenders. The Contracting Authority shall not be obliged to order the entire quantity of the Services specified therein.

¹² Prices in the tender shall be indicated rounded to two decimal places.

¹³ Prices in the tender shall be indicated rounded to two decimal places.

No.	Type of event	Average number of participants per event ⁹	Estimated number of events ¹⁰	Estimated total planned number of participants ¹¹	Price of service per person, EUR excl. VAT ¹²	Total price of services, EUR excl. VAT ¹³
(1)	(2)	(3)	(4)	(5)=(3)x(4)	(6)	(7)=(5)x(6)
4.4.4.	Standing buffet-type receptions with table setting and decoration items	100	10	1000		
4.4.5.	Standing receptions without service (snacks/finger food supply only)	100	30	3000		
4.4.6.	Coffee breaks with table setting items	50	10	500		
4.4.7.	Total price of services, EUR excl. VAT: (calculated by summing the total service prices indicated in column 7)					
4.4.8.	VAT amount (/enter/ %)					
4.4.9.	Total price of services, EUR incl. VAT					

4.5. Event services during standing receptions and coffee breaks

No.	Type of service	Estimated number of hours per employee or number of services ¹⁴	Unit price of one employee's working hour or service, EUR excl. VAT ¹⁵	Total price, EUR excl. VAT ¹⁶
(1)	(2)	(3)	(4)	(5)=(3)x(4)
4.5.1.	Waiter/waitress services	400		
4.5.2.	Cook services	50		
4.5.3.	Transportation services	110		
4.5.4.	Total price of services, EUR excl. VAT:			

¹⁴ The quantities of the Services specified in the Technical Specification and the Supplier's Tender are indicative only and are intended solely for the evaluation and comparison of tenders. The Contracting Authority shall not be obliged to order the entire quantity of the Services specified therein.

¹⁵ Prices in the tender shall be indicated rounded to two decimal places.

¹⁶ Prices in the tender shall be indicated rounded to two decimal places.

No.	Type of service	Estimated number of hours per employee or number of services ¹⁴	Unit price of one employee's working hour or service, EUR excl. VAT ¹⁵	Total price, EUR excl. VAT ¹⁶
(1)	(2)	(3)	(4)	(5)=(3)x(4)
	(calculated by summing the total prices indicated in columns 5)			
4.5.5.	VAT amount (/enter/ %)			
4.5.6.	Total price of services, EUR incl. VAT:			

4.6. Comparative tender price of Lot Two

Tender currency: EUR

No.	Total prices (incl. VAT) indicated in the tables of items 4.4–4.5	Price (incl. VAT) ¹⁷
(1)	(2)	(3)
4.6.1.	Services during standing receptions and coffee breaks: (total tender price incl. VAT indicated in item 4.4.9)	
4.6.2.	Services during standing receptions and coffee breaks: (total tender price incl. VAT indicated in the table of item 4.5.6)	
4.6.3.	Comparative Tender Price incl. VAT, in figures: (calculated by adding up the prices indicated in column (3) of this table)	
4.6.4.	Comparative Tender price incl. VAT, in words:	

5. We intend to involve the following subcontractors¹⁸:

Name(s) of the subcontractor(s)	
Address(es) of the subcontractor(s)	
Specialists and experts who will be relied upon, who are not staffed by the Supplier or the subcontractor(s) at the time of submission of the tender, but would be staffed in the event of a winning tender	

¹⁷ Prices in the tender shall be indicated rounded to two decimal places.

¹⁸ To be completed if the Supplier intends to involve a subcontractor(s) or specialists and experts.

Share of responsibilities (indicating specific responsibilities assumed under the Contract) for which it is intended to involve a subcontractor(s)	
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6. This Tender is accompanied by the following documents:

No.	Title of submitted document	Number of pages
6.1.		
6.2.		

7. The following information provided in this Tender is confidential¹⁹ (cannot disclose such information to third parties):

No.	Title of submitted document
7.1.	
7.2.	

8. This tender is valid until²⁰ 90 days.

By signing this Tender, I certify the validity of all documents submitted together with this Tender.

(Title of the Head of the Supplier or authorised person thereof²¹)

(signature)

(first and last names)

¹⁹ Where the Supplier has not indicated which information is confidential, it is deemed that the Tender does not contain confidential information.

²⁰ The Supplier's indicated time limit for the validity of the Tender, which may not be shorter than required in the Procurement Terms and Conditions.

²¹ A power of attorney or any other document that authorizes a representative of the Supplier to sign the Tender shall be attached to this Tender in case this Tender is not signed by the head of the legal entity.