



**CALL FOR PARTICIPATION IN THE SELECTION PROCEDURE
FOR THE PROVISION OF CATERING SERVICES
OF THE SANREMO INTERNATIONAL INSTITUTE OF HUMANITARIAN LAW**

Art. 1 - Purpose of the initiative: With this notice, the International Institute of Humanitarian Law of Sanremo intends to identify parties interested in participating in the selection procedure for the provision of catering services (coffee breaks and meals) to be administered at the Institute's facilities during courses, seminars and other initiatives organised by the Institute.

Art. 2 - Requirements: Interested economic operators must meet the following minimum requirements: general requirements for contracting with Public Administrations, as provided for by Art. 38 of Legislative Decree 163/2006 (Italian Law), as amended and supplemented; experience in the food and beverage sector of the persons assigned to perform the service; additional requirements may be established at the discretion of the Institute.

Art. 3 - Timeframe: The service would start as of 1st January 2023. Its duration would be one year with the possibility of extension for another year.

Art. 4 - Services and remuneration: Interested parties must indicate the type of service provided and the remuneration. They must also provide a detailed description of the service provision, specifying and differentiating the offer included in coffee breaks and meals. The offer must include menus and price per person. As approximate information, in order to give a suggestion on the number of meals and coffee-breaks to be provided, in 2022 the service delivered more than 2.500 meals and about 4.000 coffee-breaks.

Art. 5 - Modalities of participation: Those interested in participating in the selection procedure must submit their offer to the International Institute of Humanitarian Law, indicating the type of service provided, the relative fee, and a detailed description, accompanied by a declaration issued pursuant to Presidential Decree 445/2000 (Italian Law) by the person with the authority to bind the company or association with a copy of the signatory's identity document, certifying that a) there are no grounds for exclusion from participation in tender procedures in respect of the company, the association body and its directors pursuant to Art. 38 of Legislative Decree No. 163/2006 (Italian Law); b) the persons appointed to perform the services meet the requirements of experience in the provision of food and beverages. Possible questions should be sent in writing to the Institute at the attention of Ms Stefania Baldini, Secretary-General, baldini@iihl.org. The possibility to visit the Institute's premises should also be agreed in advance.

Art.6 - Sending of the offer and documentation: The offer and relative documentation must be sent in a double sealed envelope by postal service or other means of delivery (including by hand or by courier) to the Secretariat of the International Institute of Humanitarian Law at the address Villa Ormond, Corso Cavallotti, 113, 18038 Sanremo. The envelope containing the bid must be clearly marked "not to be opened until the deadline for submission".

Such documentation must be received no later than 12 noon on 30th November 2022 (extended deadline).

Art. 7 - Evaluation Committee: An Evaluation Committee will examine the bids received by drawing up a report and a ranking based on the points obtained by bidders. The score will be formulated according to the following:

- Years of experience in providing catering/restaurant services: POINTS 10
- Previous experience in the provision of catering services in the context of international activities: 10 POINTS
- Variety and quality of the proposed menus: POINTS 30
- Price: POINTS 40