



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

Art. 1 - Purpose of the initiative: With this notice, the International Institute of Humanitarian Law of Sanremo (hereinafter “the Institute”) 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. Such services will be specified and regulated within a contract according to Italian Law, between the Institute and the selected provider of catering services.

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 2024. Its duration would be of one year with the possibility of an 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. In order to give an indication on the number of meals and coffee breaks to be provided by the selected operator, in the current year the Institute requested the delivery of approximately 2.500 meals and about 4.000 coffee breaks.

Art. 5 - Facilities: The International Institute of Humanitarian Law disposes of a kitchen equipped with basic professional appliances. The selected provider will be provided with autonomous access to the kitchen facilities and their appliances for the purpose of delivering the services requested by the Institute. The use of the kitchen for purposes other than those requested by the Institute will be permitted by prior agreement and detailed in the contract.

Art. 6 – Energy costs: The kitchen is provided with an independent electricity meter which measures the consumption of electrical energy related only to the use of kitchen appliances. The costs recorded in the bills for such electricity consumption will be then charged to the selected provider of the service.

Art. 7 - Modalities of participation: Those interested in participating in the selection

procedure must submit their offer to the International Institute of Humanitarian Law, indicating the following (see also Art. 4):

- type of service provided;
- price of the service;
- detailed description of the service.

Applicants must also provide 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 Mr. Gian Luca Beruto, Secretary-General a.i., at sanremo@iihl.org.

Art.8 - 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 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 pm on 22 December 2023.

Art. 9 - Evaluation Committee: An Evaluation Committee will examine the bids received by drawing up a report and a ranking based on the points obtained by the bidders. The score will be formulated according to the following selection criteria:

- Years of experience in providing catering/restaurant services: 10 POINTS
- 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/fee of the service: POINTS 40