



FAMILY AND CHILDCARE CENTRE

Postal Address: 75 Skoufa Str., 10680, Athens

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Fax: +30 210 36 39 758

email: procurement@kmop.org

Date: 18-2-2025

SUBJECT: Request for Quotation No.1/2025 regarding the provision of Catering Services for KMOP

To Whom It May Concern,

Family and Childcare Centre "KMOP", intends to proceed to awarding a contract for the provision of Catering Services in the Attica Area. The associate company will be engaged on a basis of a service contract agreement.

DESCRIPTION OF THE PROJECT

The project is comprised by the following individual assignments:

No.	DESCRIPTION OF WORK / ToRs
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- | | |
|----|---|
| 1. | Coffee Break Package Option "Simple" |
| 2. | Coffee Break Package Option "Medium" |
| 3. | Coffee Break Package Option "Upgraded" |
| 4. | Lunch (Standing Buffet) Package Option "Light" |
| 5. | Lunch (Standing Buffet) Package Option "Upgraded" |

Coffee Break Package Option "Simple"

- Coffee, tea, and refreshments service
- Light snack (Cookies or Cake)

Coffee Break Package Option "Medium"

- Coffee, Tea and refreshments service
- Light Snack (Cookies & Cake)

Coffee Break Package Option "Upgraded"



- Coffee, Tea and refreshments service
- Light Snack (Cake, Butter Croissants and savory snacks)

Additional services

- Vegetarian and dietary-specific meal options (upon request)
- On-demand waiter service (upon request)

Lunch (Standing Buffet) Package Option "Light"

- Light Finger food (Please provide a list in the submitted offer)

Lunch (Standing Buffet) Package Option "Upgraded"

- Cold and Hot Items (Please provide a list in the submitted offer)

Additional services

- On-site catering staff and setup/cleanup services (upon request)
- Vegetarian and dietary-specific meal options (upon request)

Indicative Volume of Catering Services

The initial intention is for our collaboration to span a period of three (3) years, under a 1+1+1 modality, with the contract being renewed annually.

Conferences per year	
Small meetings/workshops less than 50 people	Approximately 50 events
Large conferences/events more than 50 people	Approximately 10 large events

Period of validity of offers: the offers submitted should remain valid for an overall period, at least equal to 60 calendar days from the submission date of the offer.



Minimum Technical Requirements

Technical Evaluation of offers:

Upon the receipt of the offers, the submitted offers will be evaluated based on the below set criteria.

- A brief description of the company
- Company eligibility to participate
- Prior experience in similar catering services
- Compliance with the specified requirements

Following the technical evaluation proposal the providers that there is more than one interested provider that satisfy the technical standards, will be judged on the basis of the most advantageous financial offer.

Financial Requirements

Please include the following price information in your quote (without VAT) by completing the Annex A- Financial offer form:

-Currency: EUR

-Unit Cost:

-Total Cost:

Additional charge, if any (please specify):

The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

The standard payment terms of KMOP are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by KMOP.

Request for Clarifications

Requests can be received by email only to Supply Unit at procurement@kmop.org. The deadline for receipt of questions is **24-2-2025 at 23:59** hrs. Bidders are requested to keep all questions concise.

Submission of Offers

Based on the above we hereby invite interested providers to submit their financial offer via email in the following email address: procurement@kmop.org or through an envelope on the postal address as shared above.

The email/envelope should bear the following information as a subject: The number of the tender launched with the short description of the required services/goods/works as per the below example

RFQ-GRC-2025-01 regarding the provision of Catering Services



Deadline for the submission of offers is the 4th of March 2025 at 00:00 (local time) on the following email address procurement@kmop.org.

Any offers received after the set deadline date will be disqualified from any further consideration.

The Legal Representative

"ΚΕΝΤΡΟ ΜΕΡΙΜΝΑΣ
ΟΙΚΟΓΕΝΕΙΑΣ & ΠΑΙΔΙΟΥ"
ΣΩΜΑΤΕΙΟ Μ.Κ.Χ.
ΣΚΟΥΦΑ 75 ΑΘΗΝΑ 10680
ΑΦΜ: 999931801-ΔΟΥ: Δ' ΑΘΗΝΩΝ
ΤΗΛ: 210 9697547

Dimitris Nikitas

President of the BoD of KMOP

Annexes:

- ANNEX A: Financial Offer Form