**CATERING & COFFEE BREAKS SERVICES TO BE PROCURED**

**One of the subject of the contract is delivery of catering services for ;**

1. **1 Day Final Conference**
2. **3 Days Seminar on "Folklore - The Past and The Present"**
3. **4 Days Promote Tourism By Presenting The Cultural and Natural Heritage**

in Kırklareli under the Project CB005.2.22.098 " From Past to Present The Power of Folklore", funded by lnterreg-lPA CBC Bulgoria- Turkey Programme.

1. **1 Day Final Conference in Kırklareli**

1 Coffee Break-Catering and 1 luch for 50 participants to be served on a buffet in the rented hall in Kırklareli and 1 Dinner for 50 participants to be served in appropriate premise in Kirklareli (restaurant, etc.).in accordance with conference’s agenda in Kırklareli on the dates and hours that will be determined by contracting authority. lf the dates and place will be changed - the Contractor will be notified in writing and the new dates and place will be confirmed in common.

1. **3 Days Seminar on "Folklore - The Past and The Present"**

2 Caterings 2 Coffee Breaks for 70 participants to be served on a buffet and on table for roundtable meeting in the rented hall in Kırklareli and 2 Lunch for 70 participants to be served in appropriate premise in Kirklareli (restaurant, etc.).in accordance with seminar’s agenda on the dates and hours that will be determined by contracting authority. lf the dates and place will be changed - the Contractor will be notified in writing and the new dates and place will be confirmed in common.

2 dinners and 1 lunch for 30 Bulgarian participants to be served in appropriate premise in Kirklareli (restaurant, etc.). on the dates and hours that will be determined by contracting authority. lf the dates and place will be changed - the Contractor will be notified in writing and the new dates and place will be confirmed in common.

1. **4 Days Promote Tourism By Presenting The Cultural and Natural Heritage**

3 dinners and 4 breakfasts for 20 Bulgarian participants to be served in appropriate premise in Kirklareli (restaurant, hotel etc.). on the dates and hours that will be determined by contracting authority. lf the dates and place will be changed - the Contractor will be notified in writing and the new dates and place will be confirmed in common.

3 snacks & sandwich -3 coffee breaks& beverages for 20 Bulgarian participants to be served in rented bus on the dates and hours that will be determined by contracting authority. lf the dates and place will be changed - the Contractor will be notified in writing and the new dates and place will be confirmed in common.

**Other conditions;**

(A) Quality and healthy foods and drinks according to the agreed menu of the meals

(B) Alcohol drinks are not allowed.

(C) Lunches, Dinner and coffee breaks shall be in non-smoking areas, with possibilities for smokers

to use appropriate place.

(D) The Menu shall be according to the Turkish and Bulgarian cuisine traditions.

(E) The Menu shall be approved by the Contracting Authority at least 1 working day in advance.

(F) Coffee breaks must include at least: bottled water, black and herbal tea, coffee, biscuits.

(G) Lunches and dinner must include at least: bottled water, [read, soup, salad, main dish and

dessert.

(H) There must be a possibility to be offered menu for vegetarians.

(i) Serving and cleaning included.