|  |  |
| --- | --- |
|  | EUROPEAN UNION  DELEGATION TO MONTENEGRO |

**EXPRESSION OF INTEREST FORM – Annex 1**

***Circulation restricted*** *to the Contracting Authority and the author of the document to protect the individual and privacy and commercial and industrial secrecy*

Expression of interest for the Tender: Provision of Cafeteria/Canteen Services in the Delegation of the European Union to Montenegro

Procurement notice: EEAS-DELMNEP-CANTEEN-SER-DIR-2-2025

Provision of cafeteria/canteen services in the Delegation of the European Union to Montenegro

**One signed** expression of interest must be supplied, together with **one original** and **two copies.** The expression of interest must include a signed Statement using the Annex 2.

An evaluation committee comprising of representatives of the tenant will review the received expressions of interest. Only those Candidates considered eligible by the committee and based upon the documentation submitted will then be invited to submit an offer to provide the services.

Please note that in order for a Candidate to be considered eligible, the candidate must fulfill the following criteria:

* must be registered in accordance with local regulations to provide the services required (Please provide certified copy of Company ID number, VAT number and Extract from Central Register)
* must have been providing similar cafeteria/canteen/catering for at least 2 years (Please provide a reference list in point 5 below)
* must fully satisfy all the regulatory requirements prevailing and required to conduct a cafeteria and/or canteen business, including but not limited to local legislation, health regulations and health and sanitary inspections, payment of due taxes, duties and social contributions for all of its employees, employee insurances etc. (Please sign and submit a signed copy of the statement Annex 2)
* must be fully responsible for implementing the cafeteria/canteen on his own behalf/risk. One principal contact person must be named for communication purposes with the contractor.
* must be financially capable of sustaining the services without interruption. (Turnover for the last three (3) years must exceed five thousand Euro (5 000 EUR) per year. Please provide economical and financial capacity in point 3)
* must have sufficient professional qualifications, knowledge, experience and be fluent in local and English language.
* At least 1 of the staff of the Candidate must have at least 1 year of relevant professional experience and must be qualified/certified for related service provision.

The employment contract is signed between the service provider and its cafeteria/canteen staff. The contractor must also ensure that its employees are paid regularly and in a timely fashion.

**1 SUBMITTED by (i.e. the identity of the tenderer)**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities submitting this tender** | **Nationality[[1]](#endnote-1)** |
| **Leader** |  |  |
| **Member** |  |  |
| **Etc.** |  |  |

**2 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data[[2]](#endnote-2) based on your annual closed accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects.

Any other clarification or explanation which is judged necessary may also be provided. If the tenderer is a public body, please provide equivalent information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year[[3]](#endnote-3)**  **2022**  **EUR** | **Year before last year5**  **2023 EUR** | **Last year5 2024**  **EUR** | **Average [[4]](#endnote-4)**  **EUR** |
| Annual turnover[[5]](#endnote-5), excluding this contract |  |  |  |  |
| Current assets[[6]](#endnote-6) |  |  |  |  |
| Current liabilities[[7]](#endnote-7) |  |  |  |  |

**4 STAFF RESOURCES**

Please provide the following personnel statistics for the current year.

|  |  |  |
| --- | --- | --- |
| **Annual manpower** | **Current year** | |
|  | **Overall** | **Relevant field** |
| Permanent personnel |  |  |
| Other personnel |  |  |
| Total |  |  |
| Permanent personnel as a proportion of total personnel (%) | % | % |

**5 EXPERIENCE**

Please fill in the table below to summarise the main projects related to this contract carried out over the past 3 years by the legal entity or entities making this this tender. The number of references to be provided must not exceed 5.

Please note that business that provided services to the general public may also be listed as reference. In other words, it is not necessary that a candidate was running cafeteria in international organization or public institution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref. no (maximum 5)** | **Project title** | |  | |
| **Description of services provided or business run** | **Overall**  **value (EUR)[[8]](#endnote-8)** | **No of staff provided** | **Name of client to whom service was provided (if applicable)** | **Dates (start/end)** |
| … | … | … | … | … |
| **Additional details and information** | | | | |
| … | | | | |

**6 DECLARATION(S)**

As part of their expression of interest, each candidate identified under point 1 of this expression of interest, must submit a signed declaration using the Statement in Annex 3. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the contracting authority upon request.

**7 STATEMENT**

I, the undersigned, being the authorised signatory of the above Candidate, hereby declare that we have examined all information provided. If our expression of interest is short-listed, we fully intend to submit an offer to provide the services requested in the Call for Expression of Interest.

[Signed on behalf of the Candidate]

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**8 FINANCIAL TENDER**

|  |  |
| --- | --- |
|  | **For the total duration of the contract** |
| Total price **in EUR** |  |

When filling in this table, tenderers shall fill in the unit prices for each item and will not modify, add or subtract any item.

**Name of Contractor:**

**Date: Signature:**

**9 ADDITIONAL DOCUMENTS**

**Price list of the menu (To be filled and completed)**

|  |  |  |  |
| --- | --- | --- | --- |
| **DRINKS:** |  | PRICE EUR |  |
| Tea |  |  |  |
| Coffee (black) |  |  |  |
| Espresso |  |  |  |
| Double espresso |  |  |  |
| Coffee-latte |  |  |  |
| Cappuccino |  |  |  |
| Coca-Cola |  |  |  |
| Fanta |  |  |  |
| Water |  |  |  |
| Sparkling water |  |  |  |
| Fresh orange juice |  |  |  |
|  |  |  | Please fill |
|  |  |  | Please fill |
|  |  |  | Please fill |
|  |  |  | Please fill |
|  |  |  | Please fill |
| **FOOD:** |  |  |  |
| Lunch (daily) portion |  |  |  |
| Salad |  |  |  |
| Sandwich 1 |  |  |  |
| Sandwich 2 |  |  |  |
| Fruits |  |  |  |
| Yoghurt |  |  |  |
|  |  |  | Please fill |
|  |  |  | Please fill |
|  |  |  | Please fill |
|  |  |  | Please fill |

**Name of Contractor:**

**Date: Signature:**

**Proposed menu - (To be filled and completed)**

Please propose two examples of a monthly menu (i.e. summer/winter):

|  |  |  |
| --- | --- | --- |
|  | PROPOSED MAIN COURSE |  |
| MONDAY |  | |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |

**Name of Contractor:**

**Date: Signature:**

1. Country in which the legal entity is registered. [↑](#endnote-ref-1)
2. If this tender form is submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this form. Consolidated data are not allowed for financial ratios. [↑](#endnote-ref-2)
3. Last year = last accounting year for which the entity's accounts have been closed. [↑](#endnote-ref-3)
4. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#endnote-ref-4)
5. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#endnote-ref-5)
6. A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash. [↑](#endnote-ref-6)
7. A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts. [↑](#endnote-ref-7)
8. Effect of inflation will not be taken into account. [↑](#endnote-ref-8)