

IPSA AISP

29TH WORLD CONGRESS OF POLITICAL SCIENCE

INFORMATION

- The bid must include at least one official quotation from the venue's in-house caterer or from an external company, with the stamp and the signature of a senior manager.
- All prices must be in \$USD currency or equivalent.
- All prices must include all taxes and all fees.
- If you don't match **ALL** the criteria below, **please DO NOT send a proposal.**

RFP Release date: 4 December 2023

Response due date: 1 March 2024

OPENING CEREMONY RECEPTION (1,000 to 1,500 PERSONS)

Beverages

- Unlimited serving for 1,000 to 1,500 persons
- Duration: 1.5 – 2 hours
- Alcohol of an average quality
- Local and international beverages: wine, spirits, beers, soft drinks, water, etc.

Food

- 1,200 persons
- 10 pieces per person
- Canapés of an average quality
- Must include a vegetarian option
- Meat: No pork

CLOSING CEREMONY RECEPTION (500 PERSONS)

Beverages

- Unlimited serving for 500 persons
- Duration: 1 hour
- Alcohol of an average quality
- Local and international beverages: wine, spirits, beers, soft drinks, water, etc.

Food

- 500 persons
- 8 pieces per person
- Canapés of an average quality
- Must include a vegetarian option
- Meat: No pork

EXECUTIVE COMMITTEE DINNER (50 PERSONS)

- 50 persons
- Table d'hôte: 1 appetizer, 1 main course, 1 dessert
- Minimum of 4 choices of the meal including a vegetarian option
- The quality of food: above average
- Beverages: an unlimited serving of average quality local and international beverages (wine, spirits,

ANNEX 3. FOOD & BEVERAGE (VENUE) - REQUEST FOR PROPOSAL (BID WC2027)

beers, soft drinks, water, etc.)

VOLUNTEER LUNCHESES and DINNER (100 PERSONS)

Beverages

- Water and variety of soft drinks and juices
- Duration: 2 hours

Food

- 100 persons
- Variety of sandwiches for lunch and hot buffet dinner
- Vegetarian and gluten free option