

ANNEX 3. FOOD & BEVERAGE (VENUE) - REQUEST FOR PROPOSAL (BID WC2020)

IPSA AISP

26TH WORLD CONGRESS OF POLITICAL SCIENCE

INFORMATION

- The Bid must include 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 the 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.**

OPENING CEREMONY RECEPTION (1,000 PERSONS)

Beverages

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

Food

- 1,000 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.
- Variety: wine, spirits, beers, soft drinks, water, etc.

Food

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

COCKTAIL (250 PERSONS)

Beverages

- Unlimited serving for 250 persons.
- Duration: 1 hour.
- Alcohol of an average quality.
- Local and international beverages.
- Variety: wine, spirits, beers, soft drinks, water, etc.

Food

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

COCKTAIL (100 PERSONS)

Beverages

- Unlimited serving for 100 persons.
- Duration: 1 hour.
- Alcohol of an average quality.
- Local and international beverages.
- Variety: wine, spirits, beers, soft drinks, water, etc.

Food

- 100 persons.
- 10 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 entry, 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, beers, soft drinks, water, etc.).