

IGLYO (International Gay, Lesbian, Trans, Queer & Intersex Youth organisation) invites tenders from experienced and competent contractors for providing catering services at its upcoming Annual Member's Conference (AMC).

The AMC will take place from **2-7 September 2020 in Brussels**.

We are expecting approximately **70-90 conference attendants and volunteers**.

The event venue, **JES Sleep Inn**, has basic **kitchen facilities** and is located at **Werkhuisenstraat 3, 1080 Brussels**.

Menu Specifications

2 September: Dinner

3 September: Breakfast, Lunch, Snack, Dinner

Coffee, tea, water and other non-alcoholic beverages throughout the day.

4 September: Breakfast, lunch, Snack, Dinner

Coffee, tea, water and other non-alcoholic beverages throughout the day.

5 September: Breakfast & Dinner

6 September: Breakfast, Lunch, Snack, Dinner

Coffee, tea, water and other non-alcoholic beverages throughout the day.

7 September: Breakfast

All meals and snacks must be vegetarian and vegan, offer gluten-free options and must be customised to the participant's food allergies.

Further specifications

The value of the tender is **EUR 6.000 – 7.000**.

Please include in your tender:

- a description of your organisation's prior experience with event catering (name events, number of attendees, duration of each event);
- a copy of relevant industry accreditations and certificates that your organisation has obtained;
- an explanation of how your staff and organisation manage food allergies and intolerances, in particular gluten intolerance and nut allergies;
- a description of your organisation's sustainability profile (for example: do you use upcycled, recyclable and/or non-plastic materials)
- a competitive price offer;
- your organisation's payment terms and conditions; and
- if applicable, your organisation's registration number and tax number.

Send your full tender to olave@iglyo.com, no later than 20 March 2020.