İSTANBUL
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50th BAGHDAD INTERNATIONAL FAIR
BAGHDAD / IRAQ
23 – 29 JANUARY 2027

TÜRKİYE NATIONAL PARTICIPATION
ORGANIZED BY THE ISTANBUL CHAMBER OF COMMERCE

- **CATERING FOR PARTICIPATING COMPANIES AND**
- **VIP CATERING**

PROVISION OF SERVICES

TECHNICAL SPECIFICATIONS

TABLE OF CONTENTS

1. GENERAL INFORMATION 2
1.1. SCOPE OF WORK 2
1.2. PARTIES 2
1.3. LEGAL ADDRESS FOR NOTICES 2
1.4. CONTACT PERSONNEL 2
2. CATERING ORGANIZATION FOR PARTICIPATING COMPANIES 3
2.1. KITCHEN OPERATIONS (Service and Personnel) 3
2.2. KITCHEN SETUP 4
2.3. CATERING SERVICES FOR PARTICIPATING COMPANY REPRESENTATIVES 4
2.4. MENU FOR PARTICIPATING COMPANIES 6
2.4.1. LUNCH SERVICE 6
2.4.2. EVENING SERVICE 6
3. VIP CATERING ORGANIZATION 7
3.1. SCOPE OF SERVICES 7
3.2. VIP CATERING SERVICES AND MENU 7
4. PAYMENT AND GUARANTEE 8
4.1. PAYMENT 8
4.2. GUARANTEE 8
5. CONTRACTOR'S OBLIGATIONS 9
5.1. DRESS CODE 9
5.2. OBLIGATIONS TO BE FULFILLED BY THE CONTRACTOR 9
5.3. TRANSPORT, INSURANCE AND CUSTOMS ENTRY/EXIT COSTS 9
5.4. IMPLEMENTATION SCHEDULE 9
5.5. SUPERVISION OF WORK 9
5.6. TRAVEL AND ACCOMMODATION EXPENSES 9
5.7. POSSIBLE CHANGES IN TAXES AND PRICES 9
6. LEGAL LIABILITY 10
6.1. CONTRACTOR'S LIABILITY 10
6.2. COMPLIANCE WITH LEGISLATION 10
6.3. TERMINATION AND ASSIGNMENT 11
6.4. CONTRACTUAL PENALTY 11
6.5. CONFIDENTIALITY AND PERSONAL DATA PROTECTION LAW 12
6.6. RESOLUTION OF DISPUTES 12
7. PRICE QUOTATION 12
7.1. SUBMISSION OF QUOTATIONS 12
7.2. PRICE QUOTATION FORM 13

1. GENERAL INFORMATION

1.1. SCOPE OF WORK

Services shall be provided at the 50th BAGHDAD INTERNATIONAL FAIR according to the menu and number of persons specified herein.

For the 50th BAGHDAD INTERNATIONAL FAIR, to be held in Baghdad, capital of Iraq, on 23 – 29 January 2027:

- On 20 – 21 January 2027, prior to the Fair, kitchen and catering areas shall be set up, materials and equipment delivered and installed, and all necessary preparations completed.
  Materials and equipment for 200 persons shall be arranged to serve simultaneously each day, including layout, organization, services and personnel.

- On 22 January 2027, catering (SOUP, sweet and savory cookies) shall be provided for 200 persons. (Soup shall be served throughout the day from heated soup dispensers in cardboard tea/coffee cups (7 or 8 oz), together with baguette bread.)

- From 23 – 28 January 2027, catering for 200 persons (lunch boxes at noon and sandwiches in the evening) shall be delivered daily to participating companies' stands in accordance with the menu herein.

- On 29 January 2027, catering for 150 persons (sandwiches at noon and in the evening) shall be delivered to participating companies' stands in accordance with the menu herein.

- Beverage service (tea, coffee and water) shall be provided for 200 persons on 22 – 28 January 2027 and
  for 150 persons on 29 January 2027.

1.2. PARTIES

For the purposes of these specifications, which set out the conditions for obtaining quotations:

- Istanbul Chamber of Commerce is referred to as **"ITO",**
- and the company providing the catering services is referred to as **"Contractor"**.

1.3. LEGAL ADDRESS FOR NOTICES

ITO's registered business address: Reşadiye Cad. 34112, Eminönü, Istanbul / Türkiye

1.4. CONTACT PERSONNEL

Administrative Affairs and Procurement Directorate
Contact: Şaban Eyüpoğlu
Telephone: 0212 455 63 81 / 0530 167 75 38
Email: saban.eyupoglu@ito.org.tr

Fairs Directorate

Contact:	Tanju Özbay	/ Dr. Murat Özturan	/ Aylin Odabaş
Telephone:	0212 455 47 73	/ 0212 455 62 21	/ 0212 455 61 00
Mobile:	0539 931 51 24	/ 0530 078 43 55	/ 0533 959 30 57

Email: tanju.ozbay@ito.org.tr / murat.ozturan@ito.org.tr / aylin.odabas@ito.org.tr

2. CATERING ORGANIZATION FOR PARTICIPATING COMPANIES

2.1. KITCHEN OPERATIONS (Service and Personnel)

There shall be two kitchens for participating companies at the 50th BAGHDAD INTERNATIONAL FAIR.

	Halls (Participant Kitchens)		Number of Service Personnel
1	Hall 2	1. Kitchen	5
2	Hall 2	2. Kitchen	5
	TOTAL	**2 HALLS**	**10 SERVICE PERSONNEL**

Under this kitchen arrangement, the Contractor is responsible for assigning at least 10 service staff and 1 project manager to meet the participating companies' service requests.

Standard refrigerators, sinks, water connections and electrical installations in the relevant kitchens shall be supplied by the stand construction contractor.

All equipment, including tea urns, filter-coffee machines, Turkish-coffee machines, freezers, refrigerators, service trolleys, ovens, microwave ovens, electric hobs, plates, forks, glasses and knives, as well as Turkish coffee, filter coffee, brewed tea and fresh milk, shall be provided by the Contractor.

The ITO lettering (in Turkish and English) and logo to be displayed on the sides of the service trolleys shall be supplied by the Chamber.

All kitchen staff shall wear gloves and masks for hygiene and health purposes when necessary.

All service personnel shall wear dark trousers (or skirts) and black or white shirts. Shoes shall be clean and suitable for the uniform.

Uniform aprons shall be supplied by ITO.

All other materials required in the kitchen shall be paid for by the Contractor.

ITO shall notify the Contractor of the final number of participating companies and persons before the Fair, and staffing and organization shall be adjusted accordingly.

2.2. KITCHEN SETUP

Type of Service	Date
Kitchen setup	20 – 21 January 2027, 09.00 - 20.00 22 – 29 January 2027, 09.00 – 22.00
Materials to Be Supplied by the Bidder	1. Sufficient quantities of tea makers, filter-coffee machines, Turkish-coffee machines, thermoses, jugs, microwave ovens, heated soup dispensers, water dispensers, bottled water, tea, green tea, instant coffee, sugar, sweeteners, wooden stirrers, toothpicks, trays, unbreakable wooden fork–knife–spoon sets, plates, paper cups, fresh milk, bin liners, detergent, liquid soap, sponges, kitchen cloths, paper towels, napkins, two-tier service trolleys, etc. 2. All sturdy, thick, double-wall cardboard tea/coffee cups (7 oz) bearing the ITO logo for participating companies shall be provided by the Chamber. Wooden stirrers (1 cm x 10–12 cm) shall be provided by the Contractor. 3. Provision of masks and gloves for personnel. 4. Other materials required for the catering organization and for kitchen cleaning and order.

2.3. CATERING SERVICES FOR PARTICIPATING COMPANY REPRESENTATIVES

Type of Catering	Date	Number of Participants
Soup **Sweet and Savory Cookies**	22 January 2027 Time: 10.00 - 20.00	200 persons
Lunch Boxes – Noon The meals shall be brought to the Fair venue in insulated food boxes and served hot. (Hot meals in food-safe containers; sandwiches for representatives who do not prefer hot meals)	23 – 28 January 2027 Time: 13.00 - 14.00	200 persons x 6 days Total: 1,200 persons
Sandwiches – Evening The sandwiches shall be brought to the Fair venue in insulated food boxes and served cold. (Hygienically packaged)	23 – 28 January 2027 Time: 18.00 - 19.00	200 persons x 6 days Total: 1,200 persons
Sandwiches – Noon and Evening The sandwiches shall be brought to the Fair venue in insulated food boxes and served cold. (Hygienically packaged)	29 January 2027 Time: 13.00 - 14.00 Time: 18.00 - 19.00	150 persons x 2 = 300 persons
Tea – Coffee – Water	22 – 28 January 2027	200 persons 150 persons

	29 January 2027 Time: 10.00 - 20.00	
Catering to Be Provided	• One hot lunch-box service at noon and one cold sandwich service in the evening shall be provided daily in compliance with hygiene requirements. • Food-safe lidded packaging shall be used for lunch service; plastic products shall not be used. • Food-safe packaging shall be used for evening service; plastic products shall not be used. • Catering packages shall display the ITO name and logo. • Packaged bread shall be a baguette made with white or whole-grain flour. • When required, hot meals shall be provided by heating lunch portions in suitable containers in microwave ovens. • An information sheet listing the menu and allergens shall accompany the catering distribution. Lunch packages shall also contain the following items in addition to the menu: - Paper napkin - Toothpick - Salt / Black pepper - Wet wipe - Fork, knife, spoon (wooden and break-resistant) • As an alternative for representatives not wishing to have a hot lunch, the sandwiches scheduled for that day shall be offered. • Sandwiches shall be at least 10 cm long. • Sandwich varieties shall include plain, sesame, wholemeal, etc. • The Contractor shall also prepare different daily menus for vegetarian, vegan and gluten-free preferences, in quantities to be notified by ITO before the Fair.	
Beverages to Be Provided	Tea, filter coffee and water shall be served throughout the day.	
Services to Be Supplied by the Bidder	Disposable plates and cups made of unbreakable materials; packaged break-resistant wooden fork–knife–spoon sets; service arrangements; all presentation supplies; kitchen and service personnel to ensure continuous availability of refreshments; and all supplies needed for preparation.	
Specifications of Catering Supplies	All catering supplies shall be suitable for human health, and ITO logos shall appear on the supplies.	

- The Contractor may propose alternatives to the refreshments listed.
- Food preparation, service and provision of service staff are the responsibility of the Contractor.

- Prepackaged foods offered ready for consumption on supermarket shelves shall under no circumstances be served.
- ITO may change the catering menu (lunch boxes, sandwiches, etc.) before and during the Fair. The Contractor shall implement the revised menu without requesting additional payment.

2.4. MENU FOR PARTICIPATING COMPANIES

2.4.1. LUNCH SERVICE

MENU	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
MAIN COURSE (± 200 g)	Kebab	Chicken Skewers	Lamb Shish	Manti	Creamy Mushroom Chicken	Kebab	Mozzarella cheese, pesto sauce, grilled vegetables
SIDE DISH (± 170 g)	Rice Pilaf	Bulgur Pilaf	Potato Mash	Yogurt	Pasta	Rice Pilaf	
SALAD (1 serving)	Haydari	Eggplant Salad with Yogurt	Green Salad	Braised Borlotti Beans	Hummus	Eggplant Salad	
DESSERT – Fruit (± 100 g)	Revani Cake	Pistachio Baklava	Fruit	Kadayif	Fruit	Tulumba	Fruit
DRINK (250 ml)	Fruit Juice	Fruit Juice	Ayran	Fruit Juice	Ayran	Fruit Juice	Fruit Juice
BREAD	Packed Small Roll	Packed Small Roll	Packed Small Roll	Packed Small Roll	Packed Small Roll	Packed Small Roll	Packed Small Roll

The main course, side dish, salad and dessert shall be served separately, either in individual containers or in divided containers with separate compartments.

2.4.2. EVENING SERVICE

Day 1	Grilled chicken, lettuce, mayonnaise
Day 2	Smoked turkey, fresh Kashar cheese, red pepper, tomato
Day 3	Tuna, pickles, curly lettuce
Day 4	Mozzarella cheese, pesto sauce, grilled vegetables
Day 5	Grilled chicken, lettuce, mayonnaise
Day 6	Smoked turkey, fresh Kashar cheese, red pepper, tomato
Day 7	Tuna, pickles, curly lettuce

3. VIP CATERING ORGANIZATION

3.1. SCOPE OF SERVICES

VIP catering shall be organized in addition to catering for participating companies.

- From 23 – 28 January 2027, all-day VIP refreshments and lunch shall be provided for 50 persons on Days 1 and 2, 40 persons on Days 3 and 4, and 30 persons on Days 5 and 6.

- There shall be one VIP kitchen.

- At least five staff shall be assigned to VIP catering: two chefs, one service attendant and two kitchen assistants.
  (These shall be in addition to the 10 service staff assigned to participating companies.)

- The price quotation for VIP catering shall include personnel, service, procurement and preparation of all menu items, kitchen equipment and all related costs.

	Halls (VIP Kitchen)	Number of Personnel
1	VIP Kitchen	5

3.2. VIP CATERING SERVICES AND MENU

Type of Catering	Date	Number of Participants
VIP Catering	23 – 28 January 2027	50 persons (Day 1), 50 persons (Day 2), 40 persons (Day 3), 40 persons (Day 4), 30 persons (Day 5), 30 persons (Day 6), • Total: 240 persons over 6 days
Beverages and Fruits to Be Provided	• Fresh juices, non-alcoholic drinks, mineral water, and varieties of tea and coffee (Turkish and filter) for 4 days • Fresh seasonal fruit daily • Assorted nuts	
Services to Be Supplied by the Bidder	Sufficient suitable porcelain plates, glass tumblers (for water, soft drinks, etc.), glass tea cups, Turkish-coffee cups, service arrangements, all presentation materials, kitchen and service personnel to maintain continuous service, and all materials required for preparing the refreshments.	

- The Contractor may propose alternatives to the refreshments listed.
- Food preparation, service and provision of service staff are the responsibility of the Contractor.
- Prepackaged foods offered ready for consumption on supermarket shelves shall under no circumstances be served.
- ITO may change the VIP catering menu before and during the Fair. The Contractor shall implement the revised menu without requesting additional payment.

DAYS	VIP MENU
DAY 1	Carrot Tzatziki, Muhammara, Mutabbal, Beef Short Ribs, Ginger Keşkek, Pea Purée, Date and Fig Dessert
DAY 2	Spicy Tomato and Pepper Dip, Pink Sultan Beetroot Dip, Tabbouleh, Slow-Roasted Lamb, Fruited Basmati Rice, Beetroot Purée, Quince Dessert
DAY 3	Celeriac with Yogurt, Eggplant in Sauce, Hummus, Hünkar Beğendi (Lamb on Eggplant Purée), Crispy Potatoes, Semolina Dessert
DAY 4	Cheese Spread with Sun-Dried Tomatoes, Sautéed Chard, Spicy Yogurt Dip, Roast Beef, Mashed Potatoes, Baby Carrots, Baked Rice Pudding
DAY 5	Tabbouleh, Baby Spinach with Yogurt, Pink Sultan Beetroot Dip, Mutancana (Ottoman Meat Stew), Vegetable Rice Pilaf, Honeyed Carrot Purée, Aşure
DAY 6	Carrot Tzatziki, Eggplant in Sauce, Celeriac with Yogurt, Ribeye Steak, Spinach with Blueberries, Zucchini Purée, Revani Semolina Cake

4. PAYMENT AND GUARANTEE

4.1. PAYMENT

The price for catering services organized by the Istanbul Chamber of Commerce at the 50th BAGHDAD INTERNATIONAL FAIR shall include all expenses specified herein. The Contractor shall not request any additional payment beyond the amount stated in its quotation.

Any statutory deductions and penalties shall be deducted from the payment.

- 50% during the Fair

- The remaining 50% after the Fair

Payments shall be made within 10 business days after the invoice issued by the Contractor is delivered to ITO.

Payment shall be made in US dollars.

Payment shall be calculated based on unit prices and the actual number of persons served.

4.2. GUARANTEE

No guarantee shall be required before the Fair.

5. CONTRACTOR'S OBLIGATIONS

5.1. DRESS CODE

All personnel shall wear standard attire (white or black shirt, black trousers or skirt, and black shoes). Clothing shall be clean and ironed, and shoes polished and clean.

All personnel shall wear the service aprons supplied by ITO.

In addition, signs identifying the service trolleys as belonging to ITO shall be placed on their fronts and sides.

5.2. OBLIGATIONS TO BE FULFILLED BY THE CONTRACTOR

The Contractor shall comply with the Fair Administration's rules and technical regulations.

The Contractor shall be responsible for obtaining all necessary permits from the Fair Administration.

If necessary, the Contractor shall inspect the Fair venue before the Fair at its own expense.

5.3. TRANSPORT, INSURANCE AND CUSTOMS ENTRY/EXIT COSTS

All transportation and customs costs for materials brought to Baghdad for the Fair catering organization shall be borne by the Contractor.

5.4. IMPLEMENTATION SCHEDULE

The Contractor shall arrive at the Fair venue on **20 January 2027** at 09.00 to commence preparations.

5.5. SUPERVISION OF WORK

The Contractor shall keep ITO informed in writing at every stage throughout the work.

The Contractor shall comply with all instructions and changes communicated by ITO and revise the project accordingly. Otherwise, the Contractor shall be solely liable for any resulting losses.

5.6. TRAVEL AND ACCOMMODATION EXPENSES

The Contractor shall cover the travel, subsistence and accommodation expenses of its team traveling to Baghdad.

The Contractor shall fully comply with occupational health and safety regulations at every stage of the work. The Contractor shall be directly liable for any accidents involving its personnel.

5.7. POSSIBLE CHANGES IN TAXES AND PRICES

The Contractor may not request any additional fee or price adjustment for any reason during the work, including tax increases, new taxes or increases in foreign-exchange rates.

All taxes, duties and charges relating to the agreement to be signed between the Contractor and ITO shall be paid by the Contractor. (Payments arising under Turkish and Iraqi legislation are the Contractor's responsibility.)

6. LEGAL LIABILITY

6.1. CONTRACTOR'S LIABILITY

The Contractor shall comply with occupational health and safety requirements at every stage of the tendered work.

The Contractor shall be directly liable for all financial and non-financial losses suffered by its personnel due to epidemics, accidents and the consequences of accidents, and shall be solely liable for any damage its personnel cause to third parties.

The Contractor shall bear sole responsibility to ITO and third parties for damage arising from acts or omissions contrary to the agreement to be signed and ITO's instructions, in connection with performance of its obligations.

The Contractor shall comply with all relevant legislation in the country where the Fair takes place. The Contractor shall be solely liable for all losses and damages arising from any breach of these rules and laws.

The Contractor may not assign the agreement to be signed to another company without ITO's written permission.

Taxes, stamp duties, other duties and charges, and all other contractual expenses shall be borne by the Contractor.

Obtaining and paying for all necessary permits from the Fair Administration shall be the Contractor's responsibility.

6.2. COMPLIANCE WITH LEGISLATION

The Contractor, including with respect to making all relevant notifications and payments, shall:

Accept, declare and undertake to comply with all laws, decree-laws, bylaws, regulations, decrees, communiqués and other applicable legislation concerning performance and completion of the work and correction of any defects. (Compliance with Turkish and Iraqi legislation is mandatory.)

Comply with regulations issued by public institutions and authorities whose products or rights are or may be affected by the work; and accept, declare and undertake to indemnify ITO against all liabilities and penalties arising from breaches of those provisions.

Be directly liable for losses or damage arising from selection, supply or use of defective or substandard materials, design errors, execution errors, insufficient supervision, failure to perform its undertakings in accordance with the agreement and these specifications, or similar causes.

6.3. TERMINATION AND ASSIGNMENT

If the Contractor:

Fails to perform its obligations under the agreement to be signed, or breaches any provision thereof;

Becomes subject to bankruptcy proceedings, is dissolved, is ordered to be liquidated, applies for composition with creditors, has a trustee or bankruptcy officer appointed for all or part of its assets, has its assets partly or wholly attached or seized by the State, or becomes unable to pay its debts; ITO may terminate the agreement immediately without allowing any cure period. In that event, the Contractor accepts, declares and undertakes to be liable for all losses incurred by ITO due to termination, whether direct or indirect, and whether reliance losses or loss of anticipated benefit.

Because the work under the agreement is time-sensitive, ITO may also terminate it without granting any additional period in force-majeure events such as natural disasters, lawful strikes, widespread epidemics or declarations of partial or general mobilization. In such event, all amounts paid by ITO up to that point shall be refunded to ITO.

In all such cases, provisions concerning contractual penalties and guarantees shall remain reserved. The Contractor accepts and declares that it shall not assign the agreement or any obligations arising from it to third parties without ITO's written permission.

The Contractor shall accept, declare and undertake under the agreement to be signed that it is liable for all direct or indirect losses incurred by ITO owing to termination, whether reliance losses or loss of anticipated benefit. If losses exceed that amount, the additional loss may also be claimed. In the event of a breach, ITO reserves the right to have third parties perform the work and recover the resulting costs. The Contractor shall acknowledge that it alone is the legal respondent in proceedings arising from any breach and shall accept, declare and undertake to compensate ITO for all resulting liabilities, penalties, damages, attorney fees and expenses.

6.4. CONTRACTUAL PENALTY

ITO shall impose a delay penalty equal to 10% of the agreement price for each day the Contractor is late in delivery and/or performance, or fails to perform the work properly.

If ITO's loss is greater, it may also claim the additional amount from the Contractor. Claiming a contractual penalty shall not prevent ITO from demanding performance.

ITO may collect the contractual penalty from the outstanding payment or any guarantee. If these are insufficient, ITO reserves the right to claim the balance. Even if no guarantee is taken, the Contractor undertakes and agrees to pay the penalty.

In any breach of the agreement, including delay, the contractual penalty shall apply even if the Contractor is not at fault.

The Contractor undertakes not to exercise any right of retention in the event of a dispute, under any circumstances.

6.5. CONFIDENTIALITY AND PERSONAL DATA PROTECTION LAW

The Contractor shall treat all information and documents obtained in connection with the work as private and confidential and shall not disclose or publish any detail of these specifications without ITO's prior written permission. Subject to decisions of the Turkish judicial authorities, should any disagreement arise regarding the need to disclose or publish information for the purposes of these specifications, ITO's decision shall be final. The confidentiality obligation shall continue even after these specifications have ended for any reason.

The Contractor accepts, declares and undertakes that, where any information acquired during performance of these specifications constitutes personal data under Personal Data Protection Law No. 6698 or other applicable legislation, it has complied and will comply with all relevant legal provisions in relation to such information.

6.6. RESOLUTION OF DISPUTES

Any dispute or claim arising from or relating to these specifications, including their breach, termination or invalidity or that of the agreement to be signed, shall be finally resolved by arbitration under the rules of the Istanbul Chamber of Commerce Arbitration and Mediation Center (ITOTAM). Turkish law shall govern all disputes between the Parties. The language of the proceedings shall be Turkish.

7. PRICE QUOTATION

7.1. SUBMISSION OF QUOTATIONS

The Price Quotation Form shall be completed by the Contractor, specifying the unit price and total price.

Quotations for the services detailed above shall be submitted on company letterhead, together with the attached table, **by email no later than 17.00 on Monday, 30 November 2026** to the Administrative Affairs and Procurement Directorate of the Istanbul Chamber of Commerce.

Thank you, and we wish you success.

7.2. PRICE QUOTATION FORM

ISTANBUL CHAMBER OF COMMERCE
To the Presidency of the Board of Directors;

I have read, examined and accepted all tender documents for the catering organization at the 50th BAGHDAD INTERNATIONAL FAIR issued by the Istanbul Chamber of Commerce.

I accept and undertake to perform the above services at the unit prices specified below.

Type of Catering	**Date**	**Number of Persons**	**All-Inclusive <u>Price per Person</u> (US Dollars)**	**All-Inclusive <u>TOTAL Price</u> (US Dollars)**
Soup **Sweet and Savory Cookies** Including all expenses such as food, beverages, service, personnel, kitchen setup, etc.	22 January 2027 10.00 - 20.00	200 persons	……. US Dollars (including taxes) (Also the rate per additional person)	…….. US Dollars (including taxes)
Lunch Boxes – Noon Meals shall be brought to the Fair venue in insulated food boxes and served hot. Including all expenses such as food, beverages, service, personnel, kitchen setup, etc.	23 – 28 January 2027 13.00 - 14.00	200 persons x 6 days Total: 1,200 persons	……. US Dollars (including taxes) (Also the rate per additional person)	…….. US Dollars (including taxes)
Sandwiches – Evening Sandwiches shall be brought to the Fair venue in insulated food boxes and served cold. Including all expenses such as food, beverages, service, personnel, kitchen setup, etc.	23 – 28 January 2027 18.00 - 19.00	200 persons x 6 days Total: 1,200 persons	……. US Dollars (including taxes) (Also the rate per additional person)	…….. US Dollars (including taxes)
Sandwiches – Noon and Evening Sandwiches shall be brought to the Fair venue in insulated food boxes and served cold. Including all expenses such as food, beverages, service, personnel, kitchen setup, etc.	29 January 2027 13.00 - 14.00 18.00 - 19.00	300 persons	……. US Dollars (including taxes) (Also the rate per additional person)	…….. US Dollars (including taxes)

Tea, Filter Coffee and Water Tea, filter coffee and water served throughout the day	22 – 29 January 2027 10.00 - 22.00	200 persons x 7 days 150 persons x 1 day Total: 1,550 persons	…….. US Dollars (including taxes) (Also the rate per additional person)	…… US Dollars (including taxes)
VIP CATERING - Lunch Service - Including all expenses such as food, beverages, service, personnel, kitchen setup, etc.	23 – 28 January 2027 10.00 - 22.00	50 persons (Day 1), 50 persons (Day 2), 40 persons (Day 3), 40 persons (Day 4), 30 persons (Day 5), 30 persons (Day 6), Total: 240 persons over 6 days	…….. US Dollars (including taxes) (Also the rate per additional person)	…… US Dollars (including taxes)
TOTAL QUOTATION				…… US Dollars (including taxes)

Company Name:

(Stamp and signature)