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RELEASABLE FOR INTERNET TRANSMISSION

**INTEGRATED AIR AND MISSILE DEFENCE
CENTRE OF EXCELLENCE**



IFB FINCON 25-02

**“Coffee - Lunch & Social Event
(Wining-Dining)”
(16-17 September 2025)**

PART III

**SPECIAL PROVISIONS & TECHNICAL SPECIFICATIONS
(STATEMENT OF WORK)**

September 2025

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NATO UNCLASSIFIED
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1.1 The current Statement of Work (SOW) covers the special provisions and technical specifications that shall be covered by the Contractor for the services requested.

2. General Requirements

2.1 The requested services include the provision of coffee and lunch for one hundred thirty (130) people for two (2) days at the NMIOTC facilities (Souda Bay, 73200, Chania - 16 and 17 September 2025), as well as the provision of wining - dining (finger food and drinks) at the Old Customs House ("Mikis Theodorakis" venue) of Chania (16 September 2025) including the necessary equipment [appropriately dressed tables, chairs, cutlery, plates, etc.] and serving personnel.

2.2 The exact number of people to be served per day may be adjusted by IAMD COE by (max.) $\pm 15\%$ (i.e. min. 110 people - max. 150 people) and will be finalised - notified to the Contractor not later than five (5) days prior to the event (i.g. by 11 September 2025).

2.3 The Contractor shall comply with all hygiene and safety rules, as well as the applicable rules for protection against COVID-19 (if any). The Contractor's personnel (waiters/waitresses, etc.) should wear the appropriate attire and make every effort to provide the best possible service to participants of the event hosted (attentive/obliging service, explanation/notification of food ingredients to the participants to avoid any allergies, etc.). The serving equipment that will be used must contain as little plastic as possible, in accordance with the applicable guidelines and rules of Greek legislation.

2.4 The Contractor is responsible for cleaning services of the venue where the social events will be hosted during the time period of provision of the services requested on its part.

3. Technical Specifications - Description of Deliverables

3.1 Coffee [for one hundred thirty (130) people]:

3.1.1 **16 and 17 September 2025** (2 days):

3.1.1.1 Coffee table (at about 08:30 a.m.) including filter coffee, espresso coffee, tea, orange juice and water.

3.1.1.2 Coffee table (at about 10:30 a.m.) including filter coffee, espresso coffee, tea, orange juice and water with mixed cakes, variety of cookies, mini croissants and apple pies.

3.1.1.3 Coffee table (at about 15:00 p.m.) including filter coffee, espresso coffee, orange juice, tea and water.

3.2 Lunch [for one hundred thirty (130) people per day]:

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3.2.1 The Contractor shall ensure that wait staff, including waiters and waitresses, are available to serve lunch to VIP guests. The following requirements must be met:

3.2.1.1 Sufficient wait staff [at least two (2)] should be available to serve lunch to twenty (20) VIP guests.

3.2.1.2 If the number of VIP guests increases, the Contractor must be prepared to provide additional wait staff. This is to accommodate a maximum of ten (10) additional guests, bringing the total to thirty (30) VIP guests if needed. The exact number of VIPs to be served will be finalised - notified to the Contractor five (5) days prior to the event (i.e. by 11 September 2025).

3.2.2 **16 September 2025** (provision of lunch at about 12:00 - 13:30 p.m.):

3.2.2.1 Menu:

Appetisers: a. Graviera cheese with honey, b. Pasta with Basil Pesto, and c. Traditional Cretan fried pies “kalitsounia” with cheese and “kalitsounia” with spinach.

Salads: a. Cretan village salad with dakkakia, and b. Green salad with various greens (lettuce, arugula, spinach, lollo, endives, etc.) with vinaigrette and cherry tomatoes.

Main dishes: a. Lemon Chicken with thyme, oregano, and oven-baked potatoes, b. Moussaka and c. Zucchini and potato pie (Cretan “boureki”).

Drinks: a. Water, b. Soft drinks (non-alcoholic beverages), and c. White and red wine.

Desserts: a. Seasonal Fruits and b. Mini desserts (for example: chocolate tarts, caramel brownies etc.).

3.2.3 **17 September 2025** (provision of lunch at about 12:00 - 13:30 p.m.):

3.2.3.1 Menu:

Appetizers: a. Pasta souffle, b. Tartlet with beetroot mousse and Cretan graviera cheese) and c. Variety of crepes.

Salads: a. Arugula salad with parmesan, and b. Cretan village salad with dakkakia,

Main dishes: a. Stuffed vegetables (traditional “gemista”), b. Kid goat in the oven with potatoes, and c. Beef “giouvetsi” (orzo casserole with beef).

Drinks: a. Water, b. Soft drinks (non-alcoholic beverages), and c. White and red wine.

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Desserts: a. Seasonal Fruits, b. Lemon pie and c. Chocolate pie etc.

3.3 Ice-Breaker [for one hundred thirty (130) people]:

3.3.1 **16 September 2025** (provision of social event at about 19:30 p.m.):

Finger Food: a. Mini sandwiches filled with various salads and mini burgers, b. Variety of Cretan traditional mini-pies “kalitsounia”, c. Variety of cheeses, d. Breadsticks, e. Various dips with tortillas, f. Skewers with cherry tomato and soft cheese, g. Canapés, h. Variety of cold cuts and i. Mini sausage pies.

Drinks: a. Water, b. Soft drinks (non-alcoholic beverages), c. White and red wine, and d. Beer.

Desserts: a. Mini éclairs, b. Cream puffs (choux) and c. Small tartlets.

4. **Delivery - Shipping costs**

4.1 All costs of providing, installing/dismantling (collecting), and transporting the equipment required, as well as restoring the place where the coffee - lunch will be served are borne exclusively by the Contractor.

5. **Delivery Time - Deadline**

5.1 Coffee - lunch and ice-breaker social event requested shall be provided on the days and at the times indicated above in coordination with IAMD COE.

5.2 If the Contractor fails to deliver the requested items within the time specified above, he may pay the IAMD COE (after a documented decision of the Director) liquidated damages of the respective services based on the provisions and considering any exemptions according to the Article 218 of Hellenic Law No 4412/2016, and par. 14 of Part II of this IFB.