

## Description of the services currently in force at the EUI

Canteen and bar services are currently provided in the premises already set up in the following facilities:

- **Badia Fiesolana**, Via dei Roccettini, 9 - 50016 San Domenico di Fiesole (FI)
- **Villa Schifanoia**, Via Boccaccio, 121 - 50133 Firenze
- **Villa la Fonte**, Via delle Fontanelle, 10 - 50014 San Domenico di Fiesole (FI)
- **Villa Salviati**, Via Bolognese 156, 50139 Firenze (FI)

<b>Canteen and Bar Timetable</b>				
	<b>Badia Fiesolana</b>	<b>Villa Salviati</b>	<b>Villa Schifanoia</b>	<b>Villa La Fonte</b>
BAR	8.30 - 18.00	8.30 - 16.30	8.30 - 15.30	8.30 - 17.00
CANTEEN	12.00 - 14.30	12.00 - 14.00	12.00 - 14.00	12.00 - 14.00

### BAR SERVICE

- Coffee (normal and decaffeinated)
- Cappuccino (normal and decaffeinated or with soya milk)
- Milk by the glass included soya option
- Orzo, Ginseng coffee
- Tea, infusions and herbal teas
- Hot chocolate
- Pastries for breakfast (including wholemeal)
- Pizza and Focaccia
- Canapés, sandwiches, and toast
- Sandwiches, with several varieties of bread (e.g.: white, wholemeal, multi-cereal, etc.).
- Fresh fruit
- Fruit juice
- Freshly squeezed orange juice
- Various beverages in cans
- Bottled mineral water 0,5 Lt. and 1,5 Lt.
- Desserts
- Yoghurt
- Ice Cream
- Over the counter products such as chocolate, chewing-gum and sweets

### CANTEEN SERVICE

In keeping with the cosmopolitan nature of the Institute, the service must be carried out with the aid of trays, ceramic crockery, glassware, stainless steel cutlery with the fork and knife wrapped in a napkin for individual use, and napkins, tablecloths and tray covers that are all biodegradable.

At the Badia Fiesolana kitchen operations are carried out to prepare meals as well as some stages of the production of food for catering services including banquets and business lunches. The current production system involves the preparation and cooking of most of the dishes; also included is the preparation in advance of certain foodstuffs with blast chilling and subsequent revival (e.g. meat for slow cooking, etc.). Meals produced at the Badia Fiesolana kitchen are partially dispensed and

consumed at the same complex and partially taken using a temperature-controlled system to the remaining branches for distribution and consumption.

Distribution takes place using traditional self-service and free-flow (multi-counter) service. The buildings of Villa Schifanoia and Villa La Fonte are organized as equipped facilities and have a pasta cooker and an electric griddle behind the self-service lines for the fast cooking of pasta and grilled dishes, as well as a coffee bar serving cafeteria items, sandwiches, and snacks.

The Villa Salviati premises have a recently-constructed kitchen with equipment for the cooking and revival of foods. Currently, the pasta cooker and an electric griddle are used exclusively for the fast cooking of pasta and grilled dishes. With the launch of the new contract (September 2019), the Institute requires the addition of a chef to take advantage of the potential of the aforesaid kitchen by preparing and cooking the dishes listed on the menu.

The distribution of drinks for users who take advantage of the canteen service is handled by “IoBevo” vending machines, with unrestricted availability, which deliver 7 types of drink (still water at room temperature, sparkling water, chilled still water, fair trade cola, apple juice, green tea, citrus fruits) whose cost is included in the price of the meals. The replenishment and management of these distributors, including the provision of beverages and ordinary and extraordinary maintenance shall be at the expense of the Company. At the end of the canteen service and during the days when the Institute is closed, the Company must keep these distributors running to allow the delivery of still water at room temperature and the chilled and sparkling waters.

### **Items on the menus**

The following is a non-exhaustive summary of the raw materials to be used to make up the seasonal menus.

- First courses: possibility of a choice between two hot first courses: pasta, wholemeal pasta, white rice, brown rice, broth, soup, barley, or spelt. White rice with a tomato sauce must always be present.
- Second courses: every day there must be a second course of meat and a vegetarian/vegan one. With the obligation to serve fish once a week.
- Side dishes: a hot side dish always available with the addition of pulses for vegetarians/vegans where the side dish of the day is not flour-based. As a fixed item, French fries must always be present.
- Grilled food: slices of prime beef always present (topside), chicken breast, slices of pork loin, cheese for grilling, protein for vegans to be grilled, soy bean burgers, in addition to two different types of grilled vegetables. With the obligation to serve fish once a week.
- Salads: must consist of a minimum of 5 fixed elements and 3 variable elements including one protein, pulses, plus one free choice. Two sauces for dressing must always be present.
- Bread: there must always be: white bread, wholemeal bread, crackers, breadsticks, and a gluten-free option (e.g. rice cakes).

### **Composition of the menus**

Below is the minimum composition of the three types of menus that the Company must be able to guarantee.

**A – Composition of the "Large Menu"**: freely picked by users based on the choices shown in Table VI below.

TABLE VI - LARGE MENU	
First Course	A hot dish chosen from among: pasta or rice with a sauce; white rice with tomato sauce (fixed item); broth and/or soup
Second Course	One chosen from among: meat, fish, eggs, grilled preparations, or vegetarian option

Side dish	One chosen from among: cooked vegetables, grilled vegetables, French fries, or mixed salad
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**B – Composition of the "Medium Menu":** freely picked by users based on the choices shown in Table VII below.

TABLE VII - MEDIUM MENU	
<b>OPTION I - First course with two side dishes or a plate of sliced fresh fruit</b>	
First Course	A hot dish chosen from among: pasta or rice with a sauce; white rice with tomato sauce (fixed item); broth and/or soup
Side dish	One chosen from among: cooked vegetables, grilled vegetables, French fries, or mixed salad
<b>OPTION II - Second Course with side dish or plate of sliced fresh fruits</b>	
Second Course	One chosen from among: meat, fish, eggs, grilled preparations, or vegetarian option
Side dish	One chosen from among: cooked vegetables, grilled vegetables, French fries, or mixed salad
<b>OPTION III - Large mixed salad composed at the counter</b>	
Large mixed salad composed at the counter	Mixed salad made up by choosing from among the ingredients in the refrigerated display

**C – Composition of the "Small Menu":** freely picked by users based on the choices shown in Table VIII below.

TABLE VIII – SMALL MENU	
<b>OPTION I - First course</b>	
First Course	A hot dish chosen from among: pasta or rice with a sauce; white rice with tomato sauce (fixed item); broth and/or soup
<b>OPTION II - Side Dish</b>	
Side dish	One chosen from among: cooked vegetables, grilled vegetables, French fries, or mixed salad

All options listed in Tables VI, VII and VIII above necessarily include:

1. A portion of fruit or dessert or a yoghurt (the Company must ensure a minimum choice of three options for every kind);
2. White or brown bread, or crackers, breadsticks or rice cakes (a portion of approximately 90g per person);
3. Water or a soft drink to choose from among 7 options (still water at room temperature, sparkling water, chilled still water, fair trade cola, apple juice, green tea, citrus fruits) dispensed by "IoBevo" vending machines present at each canteen.

### **Composition of menus for the crèche pupils**

The menus provided for the crèche pupils (6 months - 3 years), shall be composed following indications by an expert in paediatric nutrition consulted by the Institute and listed in Annex H so as to ensure a diet that is attractive to the children and at the same time complete and balanced from a nutritional point of view.

Orders with an exact indication of the number of meals to be delivered daily to the crèche will be communicated to the Company by the Institution's staff every morning after 9:30.

### **Meals Provided 2019/2022**

MEALS PROVIDED YEAR 2019							
Month	Menù types	Total meals by type	Badia Fiesolana	Villa Salviati	Villa La Fonte	Villa Schifanoia	Villa il Poggiolo
JANUARY	<i>Opening days</i>		19	19	19	19	19

	Full menù	1,793	1,173	228	301	91	
	Light menù	3,488	2,133	534	467	303	51
	Minimum menù	2,212	1,246	363	224	340	39
	<b>Total meals</b>	<b>7,493</b>	<b>4,552</b>	<b>1,125</b>	<b>992</b>	<b>734</b>	<b>90</b>
<b>FEBRUARY</b>	<b>Opening days</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
	Full menù	2,000	1,185	306	429	80	
	Light menù	3,848	2,365	622	591	225	45
	Minimum menù	2,470	1,364	481	253	333	39
	<b>Total meals</b>	<b>8,318</b>	<b>4,914</b>	<b>1,409</b>	<b>1,273</b>	<b>638</b>	<b>84</b>
<b>MARCH</b>	<b>Opening days</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
	Full menù	1,922	1,203	269	355	95	
	Light menù	3,880	2,302	619	565	345	49
	Minimum menù	2,414	1,332	449	221	372	40
	<b>Total meals</b>	<b>8,216</b>	<b>4,837</b>	<b>1,337</b>	<b>1,141</b>	<b>812</b>	<b>89</b>
<b>APRIL</b>	<b>Opening days</b>		<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
	Full menù	1,762	1,105	242	308	107	
	Light menù	3,457	2,086	526	503	295	47
	Minimum menù	2,178	1,274	394	185	303	22
	<b>Total meals</b>	<b>7,397</b>	<b>4,465</b>	<b>1,162</b>	<b>996</b>	<b>705</b>	<b>69</b>
<b>MAY</b>	<b>Opening days</b>		<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
	Full menù	1,854	1,164	250	362	78	
	Light menù	3,821	2,356	516	581	330	38
	Minimum menù	2,279	1,334	405	188	311	41
	<b>Total meals</b>	<b>7,954</b>	<b>4,854</b>	<b>1,171</b>	<b>1,131</b>	<b>719</b>	<b>79</b>
<b>JUNE</b>	<b>Opening days</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
	Full menù	1,414	945	131	258	80	
	Light menù	3,224	1,926	426	429	409	34
	Minimum menù	1,864	1,037	365	140	291	31
	<b>Total meals</b>	<b>6,502</b>	<b>3,908</b>	<b>922</b>	<b>827</b>	<b>780</b>	<b>65</b>
<b>JULY</b>	<b>Opening days</b>		<b>23</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
	Full menù	1,045	759	75	139	72	
	Light menù	2,604	1,665	290	271	325	53
	Minimum menù	1,664	962	303	106	254	39
	<b>Total meals</b>	<b>5,313</b>	<b>3,386</b>	<b>668</b>	<b>516</b>	<b>651</b>	<b>92</b>
<b>AUGUST</b>	<b>Opening days</b>		<b>12</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
	Full menù	331	278	5	44	4	
	Light menù	793	618	50	89	33	3
	Minimum menù	532	388	49	52	35	8
	<b>Total meals</b>	<b>1,656</b>	<b>1,284</b>	<b>104</b>	<b>185</b>	<b>72</b>	<b>11</b>
<b>SEPTEMBER</b>	<b>Opening days</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	-
	Full menù	1,631	1,061	168	320	82	-
	Light menù	3,907	2,519	451	597	340	-
	Minimum menù	2,547	1,574	424	257	292	-
	<b>Total meals</b>	<b>8,085</b>	<b>5,154</b>	<b>1,043</b>	<b>1,174</b>	<b>714</b>	-
<b>OCTOBER</b>	<b>Opening days</b>		<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	-
	Full menù	2,261	1,383	384	363	131	-
	Light menù	4,906	2,930	760	784	432	-
	Minimum menù	2,961	1,719	573	279	390	-
	<b>Total meals</b>	<b>10,128</b>	<b>6,032</b>	<b>1,717</b>	<b>1,426</b>	<b>953</b>	-
<b>NOVEMBER</b>	<b>Opening days</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	-
	Full menù	1,883	1,129	312	342	100	-
	Light menù	3,918	2,268	691	648	311	-
	Minimum menù	2,543	1,438	520	220	365	-
	<b>Total meals</b>	<b>8,344</b>	<b>4,835</b>	<b>1,523</b>	<b>1,210</b>	<b>776</b>	-
<b>DECEMBER</b>	<b>Opening days</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	-
	Full menù	1,096	720	120	201	55	-
	Light menù	2,392	1,429	372	397	194	-
	Minimum menù	1,559	901	272	136	250	-
	<b>Total meals</b>	<b>5,047</b>	<b>3,050</b>	<b>764</b>	<b>734</b>	<b>499</b>	-
<b>Total opening days 2019</b>			<b>235</b>	<b>225</b>	<b>225</b>	<b>225</b>	<b>146</b>

Total meals 2019	84,453	51,271	12,945	11,605	8,053	579
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MEALS PROVIDED YEAR 2020							
Month	Menù types	Total meals by type	Badia Fiesolana	Villa Salviati	Villa La Fonte	Villa Schifanoia	Villa il Poggiolo
JANUARY	Opening days		19	19	19	19	-
	Full menù	1,559	989	203	273	94	-
	Light menù	3,425	2,123	508	537	257	-
	Minimum menù	2,280	1,288	445	195	352	-
	<b>Total meals</b>	<b>7,264</b>	<b>4,400</b>	<b>1,156</b>	<b>1,005</b>	<b>703</b>	<b>-</b>
FEBRUARY	Opening days		19	19	19	19	-
	Full menù	1,768	1,048	257	373	90	-
	Light menù	3,620	2,167	576	606	271	-
	Minimum menù	2,255	1,245	423	209	378	-
	<b>Total meals</b>	<b>7,643</b>	<b>4,460</b>	<b>1,256</b>	<b>1,188</b>	<b>739</b>	<b>-</b>
MARCH	Opening days		15	8	8	8	-
	Full menù	435	275	26	112	22	-
	Light menù	901	601	109	127	64	-
	Minimum menù	625	365	100	73	87	-
	<b>Total meals</b>	<b>1,961</b>	<b>1,241</b>	<b>235</b>	<b>312</b>	<b>173</b>	<b>-</b>
APRIL	Opening days		-	-	-	-	-
	Full menù						-
	Light menù						-
	Minimum menù						-
	<b>Total meals</b>						<b>-</b>
MAY	Opening days		19	-	-	-	-
	Full menù	255	255				-
	Light menù	565	565				-
	Minimum menù	310	310				-
	<b>Total meals</b>	<b>1,130</b>	<b>1,130</b>				<b>-</b>
JUNE	Opening days		22	-	-	-	-
	Full menù	429	429				-
	Light menù	975	975				-
	Minimum menù	412	412				-
	<b>Total meals</b>	<b>1,816</b>	<b>1,816</b>				<b>-</b>
JULY	Opening days		23	-	-	-	-
	Full menù	349	349				-
	Light menù	862	862				-
	Minimum menù	507	507				-
	<b>Total meals</b>	<b>1,718</b>	<b>1,718</b>				<b>-</b>
AUGUST	Opening days		11	1	6	1	-
	Full menù	143	122	0	19	2	-
	Light menù	406	357	2	44	3	-
	Minimum menù	260	214	9	33	4	-
	<b>Total meals</b>	<b>809</b>	<b>693</b>	<b>11</b>	<b>96</b>	<b>9</b>	<b>-</b>
SEPTEMBER	Opening days		22	22	22	22	-
	Full menù	1,099	678	85	266	70	-
	Light menù	2,579	1,556	275	456	292	-
	Minimum menù	1,508	777	238	204	289	-
	<b>Total meals</b>	<b>5,186</b>	<b>3,011</b>	<b>598</b>	<b>926</b>	<b>651</b>	<b>-</b>
OCTOBER	Opening days		22	22	22	22	-
	Full menù	1,497	808	192	436	61	-
	Light menù	2,563	1,444	487	379	253	-
	Minimum menù	1,525	768	298	208	251	-
	<b>Total meals</b>	<b>5,585</b>	<b>3,020</b>	<b>977</b>	<b>1,023</b>	<b>565</b>	<b>-</b>
NOVEMBER	Opening days		21	21	21	21	-
	Full menù	1,011	562	134	263	52	-
	Light menù	1,576	869	273	223	211	-
	Minimum menù	851	387	151	123	190	-
	<b>Total meals</b>	<b>3,438</b>	<b>1,818</b>	<b>558</b>	<b>609</b>	<b>453</b>	<b>-</b>

DECEMBER	<i>Opening days</i>		14	14	14	14	-
	Full menù	522	298	77	125	22	-
	Light menù	840	471	144	125	100	-
	Minimum menù	472	243	99	48	82	-
	<b>Total meals</b>	<b>1,834</b>	<b>1,012</b>	<b>320</b>	<b>298</b>	<b>204</b>	<b>-</b>
<b>Total opening days 2020</b>			<b>207</b>	<b>126</b>	<b>131</b>	<b>126</b>	<b>-</b>
<b>Total meals 2020</b>			<b>38,384</b>	<b>24,319</b>	<b>5,111</b>	<b>5,457</b>	<b>3,497</b>

<b>MEALS PROVIDED YEAR 2021</b>							
Month	Menù types	Total meals by type	Badia Fiesolana	Villa Salviati	Villa La Fonte	Villa Schifanoia	Villa il Poggiolo
JANUARY	<i>Opening days</i>		17	17	17	17	-
	Full menù	703	453	69	146	35	-
	Light menù	1,275	725	226	179	145	-
	Minimum menù	741	392	128	89	132	-
	<b>Total meals</b>	<b>2,719</b>	<b>1,570</b>	<b>423</b>	<b>414</b>	<b>312</b>	<b>-</b>
FEBRUARY	<i>Opening days</i>		20	20	20	20	-
	Full menù	1,050	673	103	242	32	-
	Light menù	1,786	1,017	308	279	182	-
	Minimum menù	1,066	576	199	125	166	-
	<b>Total meals</b>	<b>3,902</b>	<b>2,266</b>	<b>610</b>	<b>646</b>	<b>380</b>	<b>-</b>
MARCH	<i>Opening days</i>		23	23	23	23	-
	Full menù	1,244	827	157	231	29	-
	Light menù	2,085	1,254	374	275	182	-
	Minimum menù	1,228	646	210	138	234	-
	<b>Total meals</b>	<b>4,557</b>	<b>2,727</b>	<b>741</b>	<b>644</b>	<b>445</b>	<b>-</b>
APRIL	<i>Opening days</i>		19	19	19	13	-
	Full menù	894	550	144	200	-	-
	Light menù	1,421	906	257	229	29	-
	Minimum menù	790	510	161	119	-	-
	<b>Total meals</b>	<b>3,105</b>	<b>1,966</b>	<b>562</b>	<b>548</b>	<b>29</b>	<b>-</b>
MAY	<i>Opening days</i>		20	20	20	16	-
	Full menù	1,144	746	122	275	1	-
	Light menù	1,812	1,243	264	276	29	-
	Minimum menù	995	705	160	130	-	-
	<b>Total meals</b>	<b>3,951</b>	<b>2,694</b>	<b>546</b>	<b>681</b>	<b>30</b>	<b>-</b>
JUNE	<i>Opening days</i>		22	22	22	22	-
	Full menù	1,067	619	84	312	52	-
	Light menù	2,271	1,244	320	323	384	-
	Minimum menù	1,219	643	136	135	305	-
	<b>Total meals</b>	<b>4,557</b>	<b>2,506</b>	<b>540</b>	<b>770</b>	<b>741</b>	<b>-</b>
JULY	<i>Opening days</i>		22	17	17	17	-
	Full menù	585	425	37	82	41	-
	Light menù	1,411	916	160	129	206	-
	Minimum menù	927	550	108	99	170	-
	<b>Total meals</b>	<b>2,923</b>	<b>1,891</b>	<b>305</b>	<b>310</b>	<b>417</b>	<b>-</b>
AUGUST	<i>Opening days</i>		12	2	4	2	-
	Full menù	249	216	4	25	4	-
	Light menù	406	339	17	41	9	-
	Minimum menù	289	237	8	23	21	-
	<b>Total meals</b>	<b>944</b>	<b>792</b>	<b>29</b>	<b>89</b>	<b>34</b>	<b>-</b>
SEPTEMBER	<i>Opening days</i>		22	22	22	22	-
	Full menù	1,435	842	152	349	92	-
	Light menù	2,900	1,540	423	570	367	-
	Minimum menù	1,865	1,058	264	260	283	-
	<b>Total meals</b>	<b>6,200</b>	<b>3,440</b>	<b>839</b>	<b>1,179</b>	<b>742</b>	<b>-</b>
OCTOBER	<i>Opening days</i>		21	21	21	21	-
	Full menù	2,043	1,102	363	477	101	-
	Light menù	3,090	1,573	645	535	337	-

	Minimum menù	1,948	1,077	373	181	317	-
	<b>Total meals</b>	<b>7,081</b>	<b>3,752</b>	<b>1,381</b>	<b>1,193</b>	<b>755</b>	<b>-</b>
NOVEMBER	<b>Opening days</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>-</b>
	Full menù	2,167	1,266	361	422	118	-
	Light menù	3,179	1,606	717	534	322	-
	Minimum menù	1,874	980	350	219	325	-
	<b>Total meals</b>	<b>7,220</b>	<b>3,852</b>	<b>1,428</b>	<b>1,175</b>	<b>765</b>	<b>-</b>
DECEMBER	<b>Opening days</b>		<b>17</b>	<b>16</b>	<b>15</b>	<b>16</b>	<b>-</b>
	Full menù	1,288	717	202	299	70	-
	Light menù	1,734	952	294	286	202	-
	Minimum menù	1,101	624	143	119	215	-
	<b>Total meals</b>	<b>4,123</b>	<b>2,293</b>	<b>639</b>	<b>704</b>	<b>487</b>	<b>-</b>
<b>Total opening days 2021</b>			<b>236</b>	<b>220</b>	<b>221</b>	<b>210</b>	<b>-</b>
<b>Total meals 2021</b>		<b>51,282</b>	<b>29,749</b>	<b>8,043</b>	<b>8,353</b>	<b>5,137</b>	<b>-</b>

<b>MEALS PROVIDED YEAR 2022 (1st semester)</b>							
Month	Menù types	Total meals by type	Badia Fiesolana	Villa Salviati	Villa La Fonte	Villa Schifanoia	Villa il Poggiolo
JANUARY	<b>Opening days</b>		<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>-</b>
	Full menù	1,253	781	185	235	52	-
	Light menù	1,646	974	249	292	131	-
	Minimum menù	1,128	614	155	149	210	-
	<b>Total meals</b>	<b>4,027</b>	<b>2,369</b>	<b>589</b>	<b>676</b>	<b>393</b>	<b>-</b>
FEBRUARY	<b>Opening days</b>		<b>20</b>	<b>20</b>	<b>19</b>	<b>20</b>	<b>-</b>
	Full menù	1,594	909	268	352	65	-
	Light menù	2,143	1,163	378	389	213	-
	Minimum menù	1,611	831	274	181	325	-
	<b>Total meals</b>	<b>5,348</b>	<b>2,903</b>	<b>920</b>	<b>922</b>	<b>603</b>	<b>-</b>
MARCH	<b>Opening days</b>		<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>-</b>
	Full menù	1,873	1,056	341	403	73	-
	Light menù	2,756	1,487	540	402	327	-
	Minimum menù	1,989	1,023	363	254	349	-
	<b>Total meals</b>	<b>6,618</b>	<b>3,566</b>	<b>1,244</b>	<b>1,059</b>	<b>749</b>	<b>-</b>
APRIL	<b>Opening days</b>		<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>-</b>
	Full menù	1,274	688	202	302	82	-
	Light menù	1,670	883	329	253	205	-
	Minimum menù	1,441	781	231	188	241	-
	<b>Total meals</b>	<b>4,385</b>	<b>2,352</b>	<b>762</b>	<b>743</b>	<b>528</b>	<b>-</b>
MAY	<b>Opening days</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>-</b>
	Full menù	1,625	886	256	403	80	-
	Light menù	2,466	1,283	476	450	257	-
	Minimum menù	1,896	1,030	301	242	323	-
	<b>Total meals</b>	<b>5,987</b>	<b>3,199</b>	<b>1,033</b>	<b>1,095</b>	<b>660</b>	<b>-</b>
JUNE	<b>Opening days</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>-</b>
	Full menù	1,163	604	209	294	56	-
	Light menù	2,177	1,101	415	384	277	-
	Minimum menù	1,711	896	263	224	328	-
	<b>Total meals</b>	<b>5,051</b>	<b>2,601</b>	<b>887</b>	<b>902</b>	<b>661</b>	<b>-</b>
<b>Total opening days 1st semester 2022</b>			<b>121</b>	<b>121</b>	<b>120</b>	<b>121</b>	<b>-</b>
<b>Total meals 1st semester 2022</b>		<b>31,416</b>	<b>16,990</b>	<b>5,435</b>	<b>5,397</b>	<b>3,594</b>	<b>-</b>

### Catering services

The organization and coordination of catering services is the responsibility of the Real Estate and Facilities Service. Orders for these types of service are sent to the Company weekly by a manager

of the Institute tasked with collecting, rationalizing and sorting all the requests from the users of the various offices of the Institute.

In order to simplify and standardize the system to request catering services and make it more efficient, the Institute has commissioned its colleagues in the IT department to create a computing platform that will also allow the new Company to check the various requests in real time as well as the rooms which will house the activities that have requested the catering service.

Any requests for changes and/or corrections are possible up to 24 hours before the delivery of the single service required, without such changes entailing additional costs. In the event of requests for change received with a shorter notice than that mentioned before, the Institute shall evaluate any additional costs.

Each service request shows all the details of use for invoicing purposes: the premises and delivery time, the number of the Unit making the request, the number of the financial commitment, the name of the applicant, the Finance Manager to send the invoice to, the type of service required, any menu agreed previously.

In the following paragraphs are described the catering services that the present contractor supplies at the request of the Institute. This structure not included the third-level operator that deals with managing the catering services 8 hours per day. This organization will be taken as a point of reference for the economic assessment: candidates shall then submit their own economic offer based on the types described herein. Please quote only for the most representative kinds, as referred to in Annex C "Economic offer".

Tenderers are not bound to offer the same catering service scheme. Their technical offer may propose alternative schemes that will be evaluated by the Institute. Any alternative services offered shall ensure a wide choice and the same quality standards as those described subsequently.

For some types of event where wine will be served, the Institute reserves the right to label the bottles with custom labels or to use wine bottled and labelled specifically for that particular event. In the latter case, the Company must separate the cost of the wine from that of the meal but run the service as if the wine had been supplied by the Company.

### **A - Composition of special meals, buffets and sandwich services**

The Company undertakes to supply, at the request of the Contracting Authority, special restaurant and catering services (lunches, dinners, business lunches, official buffets, coffee breaks, cocktails, etc.) which may include table service.

The Company shall ensure prompt cleaning of its equipment and the removal of food and any leftovers at the end of each service.

The menu for these types of service will be agreed between the parties as the occasion arises.

At present, the services offered at the Institute are organized as follows:

1. Lunch or dinner with table service (2.30' standard length): use of table linen in quality fabric (damask cotton, or linen) with optional colours, porcelain crockery, crystal glasses, a floral arrangement and a menu consisting of an aperitif (a flute of Prosecco Valdobbiadene Superior DOCG, salted almonds, chunks of Parmesan, fresh fried vegetables (in season), appetizer, first course, second course, side dishes, dessert, water (type San Pellegrino and Panna), Chianti Classico DOCG wine or another equivalent to be agreed upon, a white wine of a quality equal to Chianti Classico DOCG, coffee. For each lunch or dinner, the company must submit various proposal for menu (meat and fish) which will then be evaluated and chosen by the service manager. Currently, the standard length of this type of service is two hours and 30 '(2.30 h). In the economic offer form (Annex C), the Company must specify possible additional cost for the waiter in case the event continues beyond the set time.



2. Working lunch (or dinner) with buffet service (1.30' standard length): use of table linen in quality fabric (damask cotton, or linen) with optional colours, porcelain crockery, glasses (two), steel cutlery, floral arrangement or centrepiece with candles, menu consisting of two first courses, second course, side dishes, dessert, water (type San Pellegrino and Panna), Chianti Classico DOCG wine or another equivalent to be agreed upon, coffee. Menus for this type of service should be simpler than those for lunch or dinner served at table. Currently, the standard length of this type of service is one hour and 30 '(1.30 h). In the economic offer form (Annex C), the Company must specify possible additional cost for the waiter in case the event continues beyond the set time.
3. Full Buffet: based on daily self-service menu (1.30' standard length): first course, second course, side dish, salad, dessert, water (type San Pellegrino e Panna), wine (Chianti Classico DOC or equivalent) and coffee.
4. Sandwich Service: served directly in the rooms arranged respecting the programme of activities; menu consisting of two sandwich, fruit, and water (type San Pellegrino and Panna). Everything must be delivered in platters.
5. Packed lunch (box lunch): two rolls, seasonal fruit, a half-litre of mineral water, 1 dessert, 1 napkin. All delivered sealed in a special bag for food.
6. Water service: supply and placing on the tables of the rooms used of bottles of water (type San Pellegrino and Panna) and glasses for conferences and/or various events with subsequent removal at the end of the service.
7. Fruit juice: various flavours, presented in a jug.
8. Drinks for toasts (especially for graduations): A bottle of Prosecco Valdobbiadene Superior DOCG with 6 flutes (for each bottle), served on stainless steel trays.
9. Barbecue service (standing, with tables for use by guests; 2.00 hours standard length): Consisting of a mixed grill (chicken, Tuscan spare ribs, sausages), French fries, beans in oil, grilled vegetables, grilled Tomini cheese, with dessert, water (type San Pellegrino and Panna), and red wine Chianti Classico DOCG or equivalent. In the economic offer form (Annex C), the Company must specify possible additional cost for the waiter in case the event continues beyond the set time.

Please note that the brands and products indicated in the description above should be considered only as a reference to the quality standards of the service, therefore tenderers are not bound to supply products of the same brands quoted.

For each catering service, upon request, alternative foods should be provided for vegetarians and vegans, coeliacs, and those with allergies or special diets, e.g. a kosher menu or a halal menu (for religious restrictions) without any price increase.

The company must submit various proposals for menus (meat and fish) for the lunches/dinners served and for working buffets, which will then be evaluated and chosen by the service manager.

### **B - Composition of cocktail services**

The Company shall ensure at least four different cocktail formulae.

At present, the cocktail services are organized as follows:

1. Small (1.30' standard length): fruit juice, red and white wine DOCG, water (type San Pellegrino and Panna), hot savoury snacks, assorted savouries, crisps, and nuts;
2. Medium (1.30' standard length): fruit juice, red and white wine DOCG, water (type San Pellegrino and Panna), sparkling wine, assorted savouries, crisps, peanuts, small hot pizzas, capers and olives, assorted canapés, assorted toasts;

3. Large (1.30' standard length): assorted savouries, salted almonds, vol-au-vents, salmon canapés, tuna mousse tarts, small pizzas, puff pastry appetizers in three flavours, cups of fruit salad, a Bellini cocktail, fruit juice, red and white wine DOC, water (type San Pellegrino and Panna), Aperol, and Valdobbiadene Prosecco Superior.
4. Extra Large (1.30' standard length): reinforced with first course standard or Tuscan style, assorted savouries, salted almonds, vol-au-vents with truffle, small pizzas, assorted canapés, tuna mousse tarts, puff pastry appetizers in three flavours, cups of fruit salad, cream and cocoa horns, fresh fruit, Martini cocktails, fruit juices, red and white wine DOC, water (type San Pellegrino and Panna) and Valdobbiadene Prosecco Superior.

Please note that the brands and products indicated in the description above should be considered only as a reference to the quality standards of the service, therefore tenderers are not bound to supply products of the same brands quoted.

### **C - Composition of coffee break services**

The Company shall ensure at least three different formulae for coffee breaks.

At present, the coffee break services are organized as follows:

1. Small (30' standard length): coffee, tea, and milk, water (type San Pellegrino and Panna);
2. Medium (30' standard length): coffee, tea, milk, water (type San Pellegrino and Panna) and pastries (around 50g per participant).
3. Large (30' standard length): coffee, tea, milk, water (type San Pellegrino and Panna), fresh (mini croissant) and salty pastry (mini savouries).

Please note that the brands and products indicated in the description above should be considered only as a reference to the quality standards of the service, therefore tenderers are not bound to supply products of the same brands quoted.

Every coffee break must include mineral water + glasses should these be requested by the participants.