



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE

FOR

Provision of catering services (coffee breaks) for the ISO/TC 323 Committee Plenary Meeting on Circular Economy, under the GEIPP Peru Project

SAP PROJECT 220186

1. BACKGROUND INFORMATION

The new Global Eco-Industrial Park Programme (GEIPP) is geared to scale up RECP to the level of eco-industrial parks seeking to integrate support at the enterprise and park scales and address critical policy issues. Key benefits for Eco-Industrial Parks include reducing an industrial park's environmental footprint; promoting efficiency gains; enabling community cohesion; providing better access to finance and technical support; and enhancing business competitiveness. Good international industry practice demonstrates a wide range of economic, environmental, and social benefits from Eco-Industrial Parks (EIPs).

2. AIM OF THE PROJECT

The project aims to improve the environmental, economic and social performance of industries in Peru through the implementation of the EIP concept in selected pilot industrial parks and resident companies; as well as to develop an enabling policy framework for EIP development in Peru.

The EIP performance of IPs is assessed against the International Framework for EIPs v2, developed by UNIDO, World Bank and GIZ (<https://openknowledge.worldbank.org/entities/publication/ff91fafb-d404-5ba6-82d8-595566675cca>). Targeted IPs have already been assessed against the International Framework, and improvement opportunities have been identified.

The Project delivered the expected results via two outcomes and their related outputs, as presented below:

Outcome 1: EIPs incentivized and mainstreamed in relevant policies and regulations

- Output 1.1: Integration of EIP approaches into circular economy-related and industrial policies,
- Output 1.2: Fostering national EIP recognition schemes including certification, awards and supporting capacity building,
- Output 1.3: Supporting EIP replication and EIP investments,

Outcome 2: EIP opportunities implementation, with economic, environmental, and social benefits achieved by industrial parks and their enterprises confirmed

- Output 2.1: Consolidation of cooperation with GEIPP-I priority parks – Peru country level intervention,
- Output 2.2: Up-scaling of EIP opportunities implementation in new priority parks prioritized in GEIPP-II,

- Output 2.3: Country-wide facilitation of EIP implementation and establishment of self-sustaining EIP capacities,

The project aims to improve the environmental, economic and social performance of industries in Peru through the implementation of the EIP concept in selected pilot industrial parks and resident companies; as well as to develop an enabling policy framework for EIP development in Peru.

3. SCOPE OF THE PROPOSED CONTRACTED SERVICES

Under the supervision of the Project Manager (PM), the Senior Lead Expert (SLE), and the National Project Coordinator (NPC) and in close coordination with the National Communications Coordinator (NCC), the contractor will oversee the provision of catering services (coffee breaks) for the meeting week of the International Technical Committee ISO/TC 323 on Circular Economy, related to the Global Eco-Industrial Parks Programme in Peru (GEIPP Peru). The week includes the workshop “El papel de la normalización en la transición a la Economía Circular”, held within the framework of the ISO/TC 323 Plenary on Tuesday, 13 October 2026, in which a UNIDO representative will take part in the session “Alianzas para impulsar la economía circular”.

The contractor should provide a basic coffee break service composed of coffee, herbal infusions, water, and accompaniments such as cookies and fruit, for approximately 60 participants per service. Nine (9) coffee break services are required: Monday, Wednesday, Thursday and Friday (morning and afternoon), and Tuesday (afternoon only). The bidder will coordinate all logistics with the UNIDO team prior to, during, and after each service to ensure the timely delivery of the contracted services, aligned with the quality and protocol standards expected by the project. Meeting room rental, furniture, and audiovisual equipment are provided directly by the venue and are outside the scope of this contract.

The details of each of the nine (9) required coffee break services are listed below:

No.	Date	Day	Time of day	Location (San Miguel)	Participants	Catering required
1	Monday, 12 October 2026	Monday	Morning	OPEN PUCP	60	Coffee, infusions, water, cookies and fruit
2	Monday, 12 October 2026	Monday	Afternoon	PUCP Campus	60	Coffee, infusions, water, cookies and fruit
3	Tuesday, 13 October 2026	Tuesday	Afternoon	OPEN PUCP	60	Coffee, infusions, water, cookies and fruit
4	Wednesday, 14 October 2026	Wednesday	Morning	OPEN PUCP	60	Coffee, infusions, water, cookies and fruit
5	Wednesday, 14 October 2026	Wednesday	Afternoon	OPEN PUCP	60	Coffee, infusions, water,

						cookies and fruit
6	Thursday, 15 October 2026	Thursday	Morning	OPEN PUCP	60	Coffee, infusions, water, cookies and fruit
7	Thursday, 15 October 2026	Thursday	Afternoon	OPEN PUCP	60	Coffee, infusions, water, cookies and fruit
8	Friday, 16 October 2026	Friday	Morning	OPEN PUCP	60	Coffee, infusions, water, cookies and fruit
9	Friday, 16 October 2026	Friday	Afternoon	PUCP Campus	60	Coffee, infusions, water, cookies and fruit

*Please note that event dates are subject to change, any changes will be announced in a timely manner.

4. LOCATION

The services should be provided in the district of San Miguel, Lima: at the Pontificia Universidad Católica del Perú (PUCP) campus on Monday 12 and Friday 16 October (afternoon sessions), and at OPEN PUCP on the remaining sessions (Monday morning, Tuesday afternoon, and Wednesday and Thursday, morning and afternoon).

5. CURRENCY OF THE OFFER

The total price, i.e., the sum of all unit prices as per the required cost breakdown, must be quoted in PEN.

Payment will be made in **one (01)** installment, upon successful completion of all nine (9) contracted coffee break services. Payment will be processed upon submission of the signed attendance lists and service report approved by UNIDO as supporting documentation.

6. QUALIFICATIONS REQUIREMENTS

Certificate of Incorporation: The Bidder must be registered as a legal entity authorized to enter into contracts for the provision of services and goods. As proof, the Bidder shall provide a certified copy of the Articles of Incorporation or other documents establishing the legal basis of the company.

7. REQUIREMENTS FOR KEY PERSONNEL

The contractor should have a team made up of the following people:

- **Account Executive:** Responsible for overall client communication, coordination of requirements,

and ensuring timely delivery of services.

- **Catering Coordinator:** In charge of planning, organizing, and supervising the execution of each coffee break service, ensuring alignment with the technical and logistical specifications provided.

Personnel should have the following qualifications:

- At least three (2) years of experience providing catering services **is required**.
- Experience in carrying out seminars, training, and workshops **is required**.

8. LANGUAGES REQUIREMENTS

The working languages for the contracted services are Spanish and English.

9. DELIVERABLES

The contractor must submit a brief report on the services provided and an invoice covering the coffee break services delivered during the ISO/TC 323 meeting week.

Schedule of services	Mon 12 Oct	Tue 13 Oct	Wed 14 Oct	Thu 15 Oct	Fri 16 Oct
Coffee break – Morning	X		X	X	X
Coffee break – Afternoon	X	X	X	X	X

10. EVALUATION CRITERIA

The total costs should be indicated in **PEN** to fulfil all requirements indicated in the Terms of Reference. The following technical evaluation criteria shall be applied to bids received:

Commercial evaluation:

- Breakdown of costs and total price in **PEN**
- Bidder's experience on similar Projects.
- Short background/profile of the company

Personnel Qualifications:

- At least three () years of experience providing catering services **is required**.
- Experience in carrying out seminars, training, and workshops **is required**.

11. RECOMMENDED TABLE FOR BREAKDOWN OF COST

In response to the present request for proposals, interested service providers should submit their Proposal/Quotation for all the required scopes of work, as detailed in the present Terms of reference. The submission will have to include:

Detailed prices for the requested above, indicating cost per day. An example of the template is shown below:

	BREAKDOWN OF THE OFFERED PRICE		
	Units	Cost per unit	S/

1. Service details			
- Catering			
- Others			
TOTAL:			