



**Request for Proposals for Catering Services**  
**National Democratic Institute (NDI)**  
**2024 Board Meeting Luncheons**

**About NDI**

NDI is a non-profit, non-partisan, non-governmental organization that works in partnership around the world to strengthen and safeguard democratic institutions, processes, norms and values to secure a better quality of life for all. NDI envisions a world where democracy and freedom prevail, with dignity for all.

**About the Event**

NDI's Board of Directors will hold three board meetings at its Headquarters located at 455 Massachusetts Ave. NW, Washington, DC. Approximately 25 high level board members are expected at each meeting. A buffet style lunch will be provided with coffee breaks and snacks. Catering service should be available for the entire board meeting, from 11:00 am to 4:00 pm ET.

**Catering needs**

We have rectangle tables but will require linens, china, silverware, glassware, serving platters and utensils. Menu will be buffet style and should include three entrée options, two side options, a green salad, and an assortment of desserts. No menu options are needed at the time proposals are submitted. Beverage service should include hot coffee/teas, still/sparkling waters, assorted sodas, and juices. There will be NO ALCOHOL served.

**Board Meeting Dates**

Lunch should be ready to be served by 11:00 am ET for all meetings.

- January 23, 2024
- April 30, 2024
- September 24, 2024

**Submission**

Please send any questions and proposal submissions to Spencer Pogue at [spogue@ndi.org](mailto:spogue@ndi.org). Proposals are due by 5:00 PM on November 20, 2023. Proposals should include the following information:

- Company history and core catering services
- Detailed budget containing all estimated costs for food and beverage, equipment, delivery and staff
- Deadlines for menus, counts and change orders
- Deposit, payment and invoice policies