



STATEMENT OF WORK

CATERING SERVICES

For

INDEPENDENCE DAY RECEPTION, JULY 4, 2012

U.S. EMBASSY

Luanda, Angola

May 2, 2012

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Statement of Work
for

Independence Day Reception
U.S. Embassy
Luanda, Angola

1. PROJECT DESCRIPTION

- 1.1 The U.S. Embassy in Luanda requires catering services for the celebration of our national day on July 4, 2012.
- 1.2 The main point-of-contact is the Embassy Contracting Officer Nolen Johnson.
- 1.3 All work associated with this project is Unclassified, unless directed otherwise by the Contracting Officer.

2. SCOPE OF WORK

- 2.1 Contractor shall prepare samples of attached proposed menu items for tasting and approval by Contracting Officer and his Representatives.
- 2.2 Contractor shall ensure sufficient quantities of agreed-upon attached menu (see attachment A) items to feed between 300-500 guests are prepared and served for an 1830 start of festivities on Wednesday, July 4, 2012. The Embassy will notify the contractor of the number of guests by June 15, 2012.
- 2.3 Contractor shall avail 16 wait staff the day of the event for preparation and serving. Four (4) of these wait staff will work as bartenders. Contractor employees shall be on the property for contractual duties and not for other business purposes. Contractor employees shall be hygienic and neat, and in uniforms provided by the Contractor.
- 2.4 Contractor shall provide serving materials, inclusive of but not limited to platters, serving trays, serving doilies, toothpicks, paper plates, napkins and utensils.
- 2.5 Contractor will be responsible for collection and disposal of their materials.
- 2.6 Contractor will wrap all uneaten food.

3. GENERAL REQUIREMENTS

- 3.1 The Work shall be executed in a diligent, punctual and professional manner in accordance with the negotiated price, this Scope of Work, and the laws of Angola.

- 3.2 The Contractor shall ensure food is prepared on time and waitstaff are trained, punctual, and carry out duties professionally and courteously.

4. RESPONSIBILITIES & MANAGEMENT

- 4.1 Point of Contact. The Contracting Officer's Representative (COR) at the Embassy is the Contractor's main point of contact. The Contractor shall report to the COR on status of services and any issues fulfilling the contract as agreed.
- 4.2 Workforce. The Contractor shall provide 16 servers to coordinate food warming, presentation and distribution, as well as bar service.
- 4.3 The Contractor shall not incur any costs beyond those described in this SOW unless directed otherwise *in writing* by the COR. Any work performed by the Contractor beyond this SOW without written direction from the COR will be at the Contractor's own risk and at no cost to the Embassy.
- 4.4 At any time the COR reserves the right to *Stop Work* for protection of employees or visitors, security, or any other reason at his/her discretion.

5. PAYMENTS

- 5.1 Varied Price Proposals. The Contractor shall provide two varied-priced Proposals for the complete Project that includes every aspect of the Work and all associated materials to be provided by the contractor. All proposals must be submitted to the Contracting Officer by 5:00 pm on Tuesday, May 8, 2012.
- 5.2 Invoices. The Contractor shall submit one copy of all invoices with backup documents to the person and address named below.

*Nolen Johnson (GSO CO)
Rua Houari Boumedienne #32
Luanda, Angola*

For any coordination with the GSO Contracting Officer Nolen Johnson, he can be contacted by Telephone calling: +244-222-641-143, or writing to: JohnsonNP1@state.gov

END STATEMENT OF WORK