



*Embassy of the United States of America
General Services Office
Yaounde, Cameroon*

SCOPE OF WORK

**Product/service required: CATERING SERVICES FOR AFRICA CENTER
FOR STRATEGIC STUDIES (ACSS)**

Community Engagement Event

International War College, Simbock, Yaoundé, Cameroon

18 April 2015

The US Embassy is seeking a qualified and experienced contractor to provide the below services;

1. PURPOSE: Catering Requirements

Banqueting note: contractors may submit package rates for full day (except dinner) banqueting services according to the requirements outlined below.

A001AA Morning Water Service (18 April) 150 0.5L btls Unit Price
_____ **Total Price**_____

Mineral water shall be available for all participants in meeting. Bottles of water and glasses shall be strategically placed throughout the conference room to minimize the level of disruption in obtaining water. Initial setup of 150 bottles must be completed no later than 30 minutes prior to scheduled morning session.

A001AB Afternoon Water Service (18 April) 80 0.5L btls Unit Price
_____ **Total Price**_____

Mineral water shall be available for all participants in meeting. Bottles of water and glasses shall be strategically placed throughout the conference room to minimize the level of disruption in obtaining water. Initial setup of 80 bottles must be completed no later than 30 minutes prior to scheduled morning session.

A001AC Afternoon Break (18 April) 80 PAX Unit Price_____ **Total Price**_____

Coffee / Tea Break shall include coffee, tea, water and juice, and shall have a server present at all times. Location for coffee breaks must preferably be located just outside the conference room, and be able to easily accommodate 80 attendees. Break must be fully setup and staffed no later than 15 minutes prior to the scheduled break.

A001AD Buffet Lunch (18 April) 150 PAX Unit Price_____ **Total Price**_____

Lunch shall consist of a vegetable or fruit salad, two options for entrees consisting of fish or meat, a serving of a cooked vegetable or starch, a dessert, coffee and tea,

and two non-alcoholic drinks per person. Lunch set-up must be capable of handling 150 people simultaneously in buffet style. The location is preferably nearby the conference room.

2 Price Quote Due Date: All quotes must be submitted via email to: fortehia@state.gov. On or before April 10, 2015.

3 Contract vehicle: Open Market.

4 Set-aside restrictions? There are no set-aside restrictions for this procurement.

5 Meet or Exceed? Offers must meet or exceed requested specifications as described herein.

6 Award Type: Government Purchase Order.

7 Evaluation Factors:

- Award will be made to the lowest priced, acceptable, responsible offeror. Proposals shall include proof of prior experience.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- Quoter acceptability will be determined by assessing the quoter's compliance with the terms of the RFQ.
- The Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:
 - Adequate financial resources or the ability to obtain them;
 - Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
 - Satisfactory record of integrity and business ethics;
 - Necessary organization, experience, and skills or the ability to obtain them;
 - Necessary equipment and facilities or the ability to obtain them; and
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations

8 Offer validity: 30 days

Applicable FAR clauses: The selected Offeror must comply with all applicable FAR clauses. Please see final contracting instrument for a complete list, the full text of which may be accessed electronically at <http://www.acqnet.gov/far>.

SAM Registration: Vendors must be registered in SAM (System for Award Management) to be eligible for awards with the US Government

Contracting Authority: This request for quotation does not constitute a contract with the U.S Government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g. Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.