

The U.S. Embassy in Santo Domingo is seeking responsible vendors for procuring Coordination Services for the 4th of July Event, all the requirements are included in the [attached document](#).

For any questions please contact the Procurement and Contracting Unit of the American Embassy in Santo Domingo at: SantoDomingoProcurement@state.gov

Please send your quotation to the above specified email address no later than April 19, 2016.

STATEMENT OF WORK FOR EVENT COORDINATOR

1.0 DESCRIPTION OF REQUIREMENT

1.1 Design, coordinate, supervise and execute July 7, 2016 event

All tasks will be performed leading to and upon July 7, 2016. The actual event will take place 6:30 to 9:30 pm on July 7 at the residence of the U.S. Ambassador. The event will be in honor of the U.S. Independence Day. The theme is Hollywood. The vendor shall create a vision in support of the theme/event and provide a detailed proposal including design and installation of air conditioned tents, food area, decor, lighting, and a sit down meal at 88 tables of 8 persons each for up to 704 guests. There will be a site survey conducted two weeks before the due date of the proposals.

1.2 Vendor shall provide detailed quotations separately for each of the following:

- 1.2.1 Quotation for decoration of tents, 88 tables/chairs (8 persons each), to include a "Big Band" type of stage for approximately 20 musicians with small dance area, to accommodate not more than 4 dancers. As the theme is Hollywood, each table shall have the theme/or marking of a winning Hollywood movie from the 1940s.
- 1.2.2 Quotation for rental of a tent with a clear ceiling/walls to cover the 88 tables, bar area, and stage/dance area. This area must allow space for guests to comfortably pass tables, mingle and watch fireworks. Please quote for a possible tent rental for the cooking and preparation areas. All infrastructure must be set up 48 hours before the event.
- 1.2.3 Quotation for rental, installation and de-installation of raised floor for entire area above (tables, dance, bar area) to be set up several days before event.
- 1.2.4 Quotation for rental of air conditioners/generators to cover entire tented area described above. Separate quotation or line item for rental of large fans or outdoor air conditioners to cover outdoor cooking and preparation areas. All infrastructures must be set up at least 48 hours prior to event for testing.
- 1.2.5 Quotation for lighting design of entire tented area.
- 1.2.6 Quotation of rental of linens (tablecloths, napkins, etc) for 88 tables, cutlery, glasses (water, wine). Additional glasses must be provided for cocktail services before and after the dinner.

Comment [WSR1]: David, is this the correct year? Originally had 1928-2016

- 1.2.7 Quotation for waiters, bar staff, wait-staff manager to serve cocktails before the meal, serve the meal and clean up after the meal during the entire event. This staff must be available for a complete practice run a few days prior to July 7 to be determined.
- 1.2.8 Quotation for a clean-up crew, before, during and after the event to supplement the wait staff.
- 1.2.9 Quotation for sound and lighting system for stage for speeches, entertainment/performance and music, including dry run a few days prior to July 7 throughout event. This must include 8 video screens visible to the entire area plus videos of the event theme.

2.0 SPECIAL INSTRUCTIONS

The vendor would be expected to do the following:

- 2.1 Come to, attend and participate in approximately 10 pre-event coordination meetings at the U.S. Embassy or at the Ambassador's residence
- 2.2 Coordinate receipt and management of any supplies that are donated to the U.S. Embassy in support of this event. This may include: perishables such as food, drinks, material, and decorations.
- 2.3 Identify and manage a food catering operation. The Ambassador's chef will be consulted on all food and drink decisions.
- 2.4 Abide by the U.S. Embassy security standards (all personnel will need to be cleared)
- 2.5 Understand that there will be a lot of coordination that will need to occur throughout this process, among many parties, much occurring at the same time.
- 2.6 Understand that the live musical performance (Big-Band) will be coordinated by the U.S. Embassy, as will a separate 20 minute live dance show. Audio-visual support will/(or will not?) be coordinated by the U.S. Embassy. Fireworks will occur at the end of this event, however, the US Embassy will manage this completely.
- 2.7 Event coordinator shall take any appropriate measures to cover breakage of glass, china, etc. There shall be no liability accruing to the U.S. Embassy.

Comment [WSR2]: This is a new clause

3.0 PLANNING:

The Vendor shall provide detailed plans with schematics for the entire event as follows with their offer:

- 3.1.1 Proposed decoration plan for tent, 88 tables, stage/dance area within the theme
- 3.1.2 Proposed layout map of tent including 88 tables (8 chair each table), bar area, dance area. This area must allow space for guests to comfortably pass tables, mingle and watch fireworks (possibly tent rental with fans/outdoor air conditioners to cover outdoor cooking area).
- 3.1.3 Proposal should include location of raised flooring, stage/musical performance area

3.1.4 Proposal should include proposed location of air conditioners/generators/large fans

3.1.5 Proposal should include lighting design

3.1.6 Proposal should include an electrical needs plan.

3.1.7 Proposal should include a design for eight (8) video screens which will show the speakers making speeches and videos of the Big Band/Hollywood and possible pre-recorded speeches by Embassy leadership.

Comment [WSR3]: New phrase

4.0 POSSIBLE TASKS:

4.1.1 Quotation for labor to take away all trash, put away leftover beverages in housekeeper storage area, assist warehouse and/or facilities with breaking down, packing, carrying back Embassy owned items.

5.0 General plan for the evening:

See attached