



Embassy of the United States of America

42 Elgin Road
Ballsbridge, Dublin 4

April 25, 2015

To: Prospective Quoters

Subject: Request for Quotations number SEI300-16-Q-0015

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for catering services at an outdoor event at the U.S. Ambassador's Residence, Phoenix Park, Dublin 8. Services are required for U.S. Independence Day celebrations on Friday July 1, 2016

Please see full details of the request below and reply to Ms. Mary Hyland, HylandMT@state.gov, ph. 01-237 5872 to indicate if you are interested in participating in the solicitation process.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

A public site visit will be held on Friday, April 29, 2016 @ 12:00.

Location: U.S. Ambassador's Residence, Phoenix Park, Dublin 8

Those interested in attending must provide name and vehicle details 24hrs in advance of the meeting to Ms. Hyland, no more than 2 representatives per contractor will be admitted.

Note: non-attendance at site visit does not preclude contractors from submitting a quote so long as it's received before the due date.

Quotations are due on or before Friday, May 6, 2016 at 15:00.

Quotations may be delivered in hard copy at the above address or via email for the attention of Ms. Mary Hyland

Sincerely,

A handwritten signature in cursive script, appearing to read 'C. Harley'.

Caroline E. Harley
Contracting Officer

Solicitation: SEI300-16-Q-0015

CATERING SERVICES

SCOPE OF WORK

Specific requirements as follows:

Date of Event: Friday, July 1, 2016

Location: U.S. Ambassador's Residence, Phoenix Park, Dublin 8

Set-up/De-rig: Set-up available from Wednesday, June 29

De-rig: all equipment must be removed by COB Saturday, July 2

Please quote to provide for the following:

Evening Buffet: 17.15 – 19.15 Budget: Euro 6.50 - 7.50/per person

Please quote to supply and serve for 1500 persons, 2000 persons, 2500 persons and 3000 persons.

- American-themed evening picnic buffet, including main items, hamburgers, hot dogs, vegetarian option, sides or salads (hot and/or cold) and condiments
- American-themed dessert
- All items to be individually wrapped for ease of service

Quotation to include full service supply of all necessary catering equipment, service staff, trestle tables, table linen, cutlery, plates, cups, all crockery, all glassware, mobile kitchens, and all equipment required in kitchen. Please note that picnic buffet will require heavy-duty disposable plate or similar. Include in quotation generators or other independent electrical supply if needed. Water will be supplied.

Please note that this is an outdoor, picnic-style event split into two main areas, main stage area and kidzone play area. Marquee cover will be provided with provision for two or three main service lines, plus set-up/prep area. Behind the scenes BBQ cooking preferable.

Hawkers required to serve guests seated in both main areas.

- Stadium-style hawker bags required to hawk main buffet items and Embassy-provided cold drinks, etc
- Experienced stadium hawker staff required

Bar Service Staff

Service staff to service 3 x small bars for event.

- Experienced bar staff required
- Product – Embassy-provided bottled beer, draft beer, wine, soft drinks and water – plastic ware, and bar set-up

Cleaning Staff

Dedicated and experienced cleaning staff to clear waste from entire event area. Quotation should include cost based on event attendees in increments of 2000 persons, 2500 persons, 3000 persons, and 3500 persons.

- 5 Zones to be cleaned include :
 - o 3 x main marquees
 - o Central seating area on front lawn
 - o Kidzone seating area
- Tables should be cleared of all rubbish, including glass/plastic bottles, at least every 15 minutes
- Cleaning staff to empty trash receptacles throughout their zone and clear bags to designated areas
- Cleaning staff should be supervised separately from food service and bar staff; supervisor will liaise directly with Embassy Facilities Team

This is a firm fixed price contract payable entirely in the local currency EURO.

Pricing must be all-inclusive of the following: rental, labor, supplies, liability insurance, discounts and any other charge/s deemed necessary.

No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required.

The Embassy will only make changes in the contract price or time to complete due to changes made by the Embassy in the work to be performed, or by delays caused by the Embassy.

This is a VAT-exempt event, meaning the contract awardee is required to provide the Embassy a pro-forma invoice which will be forwarded to Irish Revenue for VAT exemption.

The Embassy will make payments after the event based on quantities and unit prices only to the extent specifically provided in the contract. Contractor to submit final invoice for payment after the event. Payment is made by electronic funds transfer to contractor's bank account.

The Embassy reserves the right to add additional requirements to this performance work statement as it deems necessary in order to fulfill its requirement. Example: additional events related items. All / any additions will be notified to vendors as they arise and should be quoted for as separate line item/s.