



Embassy of the United States of America

42 Elgin Road
Ballsbridge, Dublin 4

April 25, 2013

To: Prospective Quoters

Subject: Request for Quotations number SOI300-13-Q-0319

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for catering services at an outdoor sports-themed event at the U.S. Ambassador's Residence, Phoenix Park, Dublin 8. Services are required for US Independence Day celebrations on Thursday 4th July 2013.

Please see full details of the request below and reply to Mr Emmet Downey DowneyEJ@state.gov, ph. 01-630 6241 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 site visit will be held on Thursday 2nd May 2013 @ 11:00. Those interested in attending must provide name, date and place of birth at least 24hrs in advance of the meeting to Mr Downey. No more than 2 representatives per contractor will be admitted.

Note: non-attendance at site visit does not preclude contractors from submitting a quote.

Quotations are due on or before Friday 10th May 2013 at 15:00.

Quotations may be delivered in hard copy at the above address or via email for the attention of Mr Emmet Downey.

A handwritten signature in cursive script, appearing to read "Ann Granatino".

Ann Granatino
Contracting Officer

Solicitation: SOI300-13-Q-0319

CATERING SERVICES

SCOPE OF WORK

Specific requirements as follows:

VIP Breakfast Reception – 11 – 12noon, served in marquee

Please quote to supply AND serve for 200 persons, with option of additional increments of 100.

1. Tea/coffee service, supply of VIP-grade crockery/cutlery is required
2. Mini scones and pastries selection

Afternoon Buffet - 12.30 – 3pm,

Please quote to supply AND serve, using disposable crockery/cutlery

1. Hotdogs with buns, individually wrapped
2. Beef burger with buns, individually wrapped
3. Hot baked beans – individual portion sized, in suitable container
4. Coleslaw – individual portion sized, in suitable container
5. Onion, sliced
6. Lettuce, chopped
7. Tomato, sliced
8. Cheese, sliced
9. Condiments: Mayonnaise, Ketchup, Mustard

Quotation should include cost based on 500 persons, 1000 persons, 1500 persons, 2000 persons. Quotation to include supply of all necessary catering equipment, service staff, table linen, cutlery, plates, cups, all crockery, all glassware, trestle tables, mobile kitchens, and all equipment required in kitchen. Include in quotation generators or other independent electrical supply if needed. Water will be supplied.

Service Staff for event

Bar / Service staff to serve VIP breakfast, afternoon buffet and staff for main bar and side bar
Hawkers (with suitable thermal serving trays to serve hot food to bleachers (tiered seating) and kidzone play area

Supply of roving staff to clean entire area – main event areas and kidzone play area.