



Amman, Jordan
March 14, 2016

To: Prospective Offerors

Subject: Request for Quotation No. S-JO100-16-Q-0019

The Embassy of the United States of America is soliciting bids to cater this year's Independence Day celebration to be held on June 1st, 2016. The event will take place from approximately 1930 – 2130, at the Ambassador's residence at the U.S. Embassy.

Enclosed is a Request for Quotations (RFQ). If you would like to submit a proposal please follow the below requirements and submit it to the address shown on Standard Form 1449, attached hereto.

Proposals should be priced in Jordanian Dinars per individual guest. We are currently expecting approximately 1500 guests and will confirm the number as the date approaches. This year's American menu will be:

- Deviled eggs
- Caprese in a stick
- Mini salad in lettuce (or tex mex salad in endive)
- Crab cakes
- Cajun shrimp
- Grilled salmon on a stick
- Desserts (3 or 4 different kinds)
- Beef hot dog stand
- Slider stand
- Mini donut stand
- Ice cream stand

Bids should include staffing, tables, servers at a 1 to 10 ratio of server to guests, 25 cocktail tables, a grilling station, 6 serving stations, 5 bars including ice, tablecloths, general set up and breakdown, and event planning. Proposals should exclude all beverages.

A site visit to explain the layout of the event and answer questions will be held at the Embassy at 10:00 a.m., Wednesday, March 23rd. Potential offerors are strongly encouraged to attend as the Embassy has very specific setup and food presentation requirements. Offerors must register for the site visit on or before Wednesday, March 23, by contacting Lucy Musharbash at 590 -6314, or email: Musharbashlr@state.gov

Please note that the Embassy will schedule taste tests of food samples after all proposals have been received. The deadline for submission of your proposals to the Embassy is **Monday March 28, 2016**. For any inquiry, including registering for the site visit, please contact Lucy Musharbash at 590-6314, fax number 592-7957, or e-mail: Musharbashlr@state.gov

With Regards,
Shayna Michael

Contracting Officer
U. S. Embassy, Amman



Cajun shrimp



Caprese in a stick



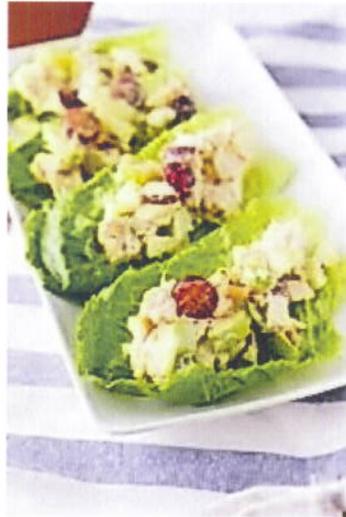
Crab cakes



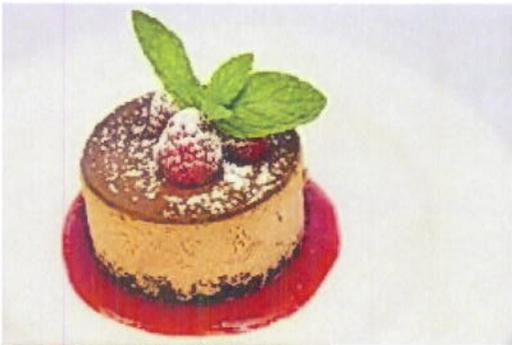
Deviled eggs



Grilled salmon on a stick



Mini salad in lettuce



Dessets

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER PR		PAGE 1 OF 1	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER S-JO-100-16-Q-0019	
6. SOLICITATION ISSUE DATE March 14, 2016		7. FOR SOLICITATION INFORMATION CALL		a. NAME Lucy Musharbash Musharbashlr@state.gov		b. TELEPHONE NUMBER(No collect calls) (962) 6 590-6314	
8. OFFER DUE DATE/ LOCAL TIME 16:00 / March 14, 2016		9. ISSUED BY General Services Office American Embassy P. O. Box 354 Amman - Jordan Tel: (962) 6 590-6314 Fax: (962) 6 592-7957		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
12. DISCOUNT TERMS		15. DELIVER TO American Embassy Amman - Jordan		16. ADMINISTERED BY		CODE	
17a. CONTRACTOR/OFFEROR CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY Financial Management Office (FMO) American Embassy P. O. Box 354 Amman - Jordan		CODE	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT		1.		Catering for the 4 th of July event at the U.S Embassy Amman Compound As per attached Request for Quotation Letter Prices in JOD excluding Government tax.	
1500		Each					
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.							
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.							
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u> 1 </u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or Print) Shayna Michael		31c. DATE SIGNED	



Amman, Jordan
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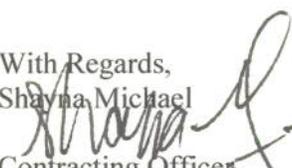
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With Regards,
Shayna Michael


Contracting Officer
U. S. Embassy, Amman



Cajun shrimp



Caprese in a stick



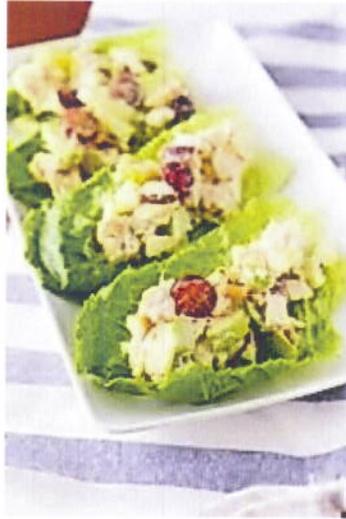
Crab cakes



Deviled eggs



Grilled salmon on a stick



Mini salad in lettuce



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				Shayna Michael			