

<b>REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)</b>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES 1   1
1. REQUEST NO. S-JO100-15-Q-0035	2. DATE ISSUED 04/19/2015	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY General Services Office, American Embassy, P.O. Box 354, Amman - Jordan			6. DELIVER BY (Date) 05/03/2015	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
NAME Lucy Musharbash		TELEPHONE NUMBER AREA CODE: 00962 - 6 NUMBER: 5906314		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE U.S Embassy Amman	
a. NAME		b. COMPANY		b. STREET ADDRESS Al-Umawyeen St.
c. STREET ADDRESS Abdoun - Al Amawiyeen Street			c. CITY Amman - Jordan	
d. CITY		e. STATE	f. ZIP CODE	d. STATE   e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 05/03/2015		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Catering for the 4th of July event at the U.S Embassy Amman Compound As per attached Request for Quotation Letter Prices in JOD excluding Government tax.	1,200	EA		

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations  are  are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE
d. CITY			c. TITLE (Type or print)		AREA CODE
e. STATE		f. ZIP CODE	NUMBER		
Amman					



Amman, Jordan  
April 19, 2015

To: Prospective Offerors

Subject: Request for Quotation No. S-JO100-15-Q-0035

The Embassy of the United States of America is soliciting bids to cater this year's Independence Day celebration to be held on July 2, 2015. The event will take place from approximately 2100 – 2330, 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 18, attached hereto.

Proposals should be priced in Jordanian Dinars per individual guest. We are currently expecting approximately 1200 guests and will confirm the number as the date approaches. This year's American menu will be:

- Ice-cream stands
- Deviled eggs
- Caprese salad on a stick (see photo)
- Mini salad in bite-sized lettuce cups or mini cucumbers (see photo)
- Crab cakes
- Cajun shrimp
- Grilled salmon on a stick with dill sauce (see photo)
- Mini beef hot dogs

Bids should include staffing, tables, servers at a 1 to 10 ratio of server to guests, 20 cocktail tables, a grilling station, 4 serving stations, 3 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., Sunday, April 26.** 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 Thursday, April 23, by contacting Lucy Musharbash at 590 –6314, or email: [Musharbashlr@state.gov](mailto:Musharbashlr@state.gov)

Please note that the Embassy will schedule taste tests of food samples after all proposals received. The deadline for submission of your proposals to the Embassy is **Sunday May 03, 2015**. For any inquiry, including registering for the site-visit, please contact Lucy Musharbash at 590-6314, fax number 592-7957, e-mail: [Musharbashlr@state.gov](mailto:Musharbashlr@state.gov)

With Regards,

Nadine Johnson  
Contracting Officer  
U. S. Embassy, Amman

