



CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA

Karachi, Pakistan

December 22, 2014

Dear Sirs:

The U.S. Consulate General Karachi has a need for catering services for our National Day celebration, to be held on February 10, 2015. Request that your company provide a quotation that would meet the following requirements:

Arrangements

Location/Venue: 1 Fatimah Jinnah Road (Old Consul General Residence) on the lawn.
Date: February 10, 2015
Type of function: Reception
Official timing: 1900 – 2100
Attendance: 700 – 900 persons, please provide quotations for 700, 900, and 1000.

General Set up Plan:

- Cocktail setup with buffet outdoor
- 2 full bars and 1 food buffet counter
- Stage, lighting, and audio set up to be setup outdoors
- Backdrop for stage and standing banner
- Decorations
- Balloons decoration at stage, lawn and walkway (Red, White and Blue)

Setup Detail as Follows:

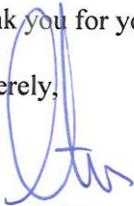
- Food requested: Finger foods and desserts (National Day cake), Ice cream trolley located at several food stations offering items representative from different regions in the United States
 - Serving should begin promptly at 1900 and the caterer should be prepared to arrive when necessary to ensure on-time service. There should be enough food prepared to refill the buffet constantly. The national day cake will be served at approximately 2000.
 - Requested proposed menu options, with large display for this event and make an estimate as to how much it will cost.
 - Request caterer schedule a taste-tasting of the specific foods you are interested in providing. Date to be determined
 - Additional line items with an array of optional catering extras to choose from are acceptable.
- Beverages: Vendor will provide a variety of fruit juices, water, and soda (including diet soda). Ice, Ice chest and miscellaneous items for bar would be provided by vendor.
- Décor: We request a stage, lighting and sound system set up on the lawn with simple décor and appropriate skirting on the reception, buffet tables, and the stand-up cocktail tables in our national colors (red, white and blue), small flower/or décor on cocktail table. The caterer will provide sufficient tables for this function.

- Request that you provide pictures of past events that demonstrate the presentation of food and decorations for events similar in nature. Also provide a list of references of previous clients.
 - Clarify whether you can provide all table settings. Will there be favors (National day cake) and what non-food times will be provided? If this is not part of the service, will caterer make arrangements?
 - Request flower arrangements as a center piece for each table and pedestal type, 6 to 10 total within the event area.
 - Please provide an estimate with and without the sound system.
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- Backdrop and banners: We request that you provide a color-appropriate, designed backdrop to be set on stage and a standing banner/backdrop for sponsor logos. Please provide an estimate that includes backdrops and banners and one that does not include backdrops and banners.
 - Provide an estimate of how many staff members would be recommended for an event this size and a description of servers' attire.
 - A site visit is scheduled for Wednesday, December 31, 2014 at 11:00 hrs. at 1 Fatima Jinnah Road. Please provide Name and CNIC numbers of individuals of this visit no later than December 29, 2014 at 1200 hours at krcproc@state.gov.
 - Please submit any questions and concerns at krcproc@state.gov by January 2, 2015.

Please submit your best and final offer in a sealed envelope to Contracting Officer, U.S. Consulate General, Mai Kolachi Road, Karachi by COB on January 09, 2014. If you need more information, please feel free to contact undersigned by E-mail at HassanSH@state.gov and Syed Imran Husain, Advisor Procurement and Contracting at husainsi@state.gov or phone 35275000.

Thank you for your time and consideration in this matter.

Sincerely,



Steven H. Hassan
Contracting Officer