

March 21th 2012

**American Embassy Podgorica
Džona Džeksona 2
81000 Podgorica, Montenegro**

Dear Prospective Quoter:

SUBJECT: Request for Quote – Catering Services for 4th of July 2012

Enclosed is a Request for Quotations (RFQ) for Catering Services for the American Independence Day celebration (4th of July) 2012. If you would like to submit a quotation, follow the instructions herewith attached, complete the required portions of the attached document, and submit it to the address shown at the header of this letter.

Prebid meeting with potential caterers will be held on Friday, March 23rd at 10 AM at Chief of Mission Residence Dzejmsa Joka Mestrovica 7, Mareza. In case of bad weather, the conference will be held at U.S. Embassy Džona Džeksona 2, Podgorica. To attend the pre-bid meeting, please provide the list of names of attendees for security clearance process to **Milan Šušić** at **020-410-500** by **Thursday, March 22nd at 10 AM.**

The U.S. Government intends to award a purchase order to the responsible company submitting an acceptable quotation that reflects the best value for the price. We intend to award a purchase order based on initial quotations, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by COB March 29th 2012.

Direct any questions regarding this solicitation to **Milan Šušić** by letter or by telephone **020-410-500** during regular business hours.

Sincerely,

Susan L'Ecuyer
Contracting Officer

Request for Quote Caterer – 4th July 2012

Scope of Work and Price Schedule:

Embassy Podgorica's annual 4th of July event brings together special guests, dignitaries and diplomats in Montenegro to honor the anniversary of American Independence. The menu is designed to be representative of traditional American celebrations on this occasion. The food must be of the highest quality and the service for our honored guests must be impeccable.

Time, Date and Place:

The Embassy of the United States of America in Podgorica is hosting a cocktail reception and barbecue on July 4th 2012, at the Ambassador's Residence at Dzejmsa Joka Mestrovica 7, Podgorica between the hours of 19:00 and 21:00 (7-9PM).

Attendees:

This year, the Embassy anticipates about 700 attendees.

Menu:

The menu will consist of:

- Assorted beverages to include wine, beer, water, sodas and juices. – U.S. Embassy Podgorica will provide American wines and beer, plus local wines and beer; caterer will be asked to serve these and the beverages via both circulating wait staff and at two beverage stations.
- An assortment of savory canapés (e.g. bruschetta, cheeses, meats, etc.) – The caterer is asked to provide a selection of these for service at the event. The assortment can be recommended by the caterer, with final approval from U.S. Embassy Podgorica.
- Barbecued spare ribs – U.S. Embassy Podgorica will provide about 150 kg (about 325 pounds) of spare ribs to the caterer for preparation, along with recipes of traditional preparations. Caterer should assume roughly 225 grams (8 ounces) per guest.
- Grilled mini-burgers on buns – The caterer is asked to provide both the burgers (with or without cheese depending on the preference of the guest) and buns, as well as cheese slices. Burger size should not exceed 50 grams per serving; cheese slice for cheeseburgers should be sized accordingly (no more than 25 grams). Caterer should assume one burger per guest.
- Grilled hot dogs on buns – U.S. Embassy Podgorica will provide both the hot dogs and buns for the caterer to grill and serve. Caterer should assume preparation of two hot dogs per guest.
- Grilled bratwurst on buns – U.S. Embassy Podgorica will provide both the bratwurst and buns for the caterer to grill and serve. Caterer should assume preparation of one bratwurst per guest.
- Baked beans – U.S. Embassy Podgorica will provide the recipe and ingredients for the caterer to prepare and serve. Caterer should assume preparation of 75 grams (3 ounces) per guest.
- Assorted chips – Caterer is asked to serve an assortment of chips.
- Fruit and fruit salads – Caterer is asked to provide an assortment of fruit. Some fruit may be individual pieces, such as strawberries, or mixtures of fruits, such as mixed berries.
- Ice cream – Caterer is asked to scoop and serve ice cream that will be provided by a local company to the event.
- Assorted cookies – U.S. Embassy Podgorica will provide an assortment of American-style cookies for the caterer to serve near the fruit and ice cream.
- Condiments – U.S. Embassy Podgorica will provide an assortment of barbecue sauce, ketchup, mustard, and pickle relish. Caterer will be asked to provide lettuce (zelena salata), sliced tomatoes, sliced pickles (kiseli krastavac), and sliced onions for the burgers sized accordingly for the mini burgers.

The contractor will ensure that all food is in place in a timely manner and everything is ready for serving by 18:00 (6 PM) on July 4, 2012. The contractor will ensure that the food is properly and safely maintained, handled and

Request for Quote Caterer – 4th July 2012

served during the event. The contractor will ensure that there are enough linens for the serving tables, and flatware, glassware and plates available for all guests and will quote for it accordingly. Linens for serving tables should be white.

The contractor will ensure that all equipment and other property belonging to the contractor are collected after the event on the same evening.

The contractor will be expected to provide sufficient staff for the following:

- Wait staff to circulate with drinks and canapés in a cocktail style format.
- Foodservice and wait staffs to prepare and serve barbecued spare ribs, mini burgers, hot dogs and bratwurst (at least 3 serving stations).
- Wait staff to scoop and serve ice cream (at least two serving station), and to pop and serve popcorn (one station provides by U.S. Embassy Podgorica).
- Wait staff to monitor and replenish food tables for chips, baked beans, burgers and hot dogs, beverage (at least two stations to serve wine, beer and other beverages) and dessert tables (at least one station).

The Government of the United States of America wishes to enter into a contract with prospective caterer who will provide best price quote for food, beverage, labor, equipment and services as described below in our price schedule:

No.	COMMODITY	Qty	Unit	Caterer Company		
				unit price	Total with VAT	Total w/o VAT
1	Assorted Canapés with savory toppings (e.g. bruschetta, cheeses, prosciutto, etc.)		ea			
2	Hamburger buns		ea			
3	Mini Hamburgers (100%) beef 25 gr/svg		ea			
4	Cheese for burgers		ea			
5	Fruit salad (raspberries, blueberries, strawberries)		ea			
6	Cake 60 x 40 cm/ 100 pcs with American flag	1	ea			
	TOTAL FOOD					
7	Discount if applicable					
8	Catering services, dishes and flatware					
	Total – food and catering					
	SERVICES					
9	Staff service for barbeque stands 3 stations (mini hamburgers, spareribs and hot dog/ bratwurst) and side serving tables 3 stations		ea			
10	Staff service for beverage 2 stations					
11	Staff service for desert tables 1 station					
12	Services of 30 waiters		ea			
13	Staff services - for ice cream and popcorn – 3 persons		ea			
14	Buffet tables, tablecloths, napkins, and other small inventory					
	TOTAL:					

Request for Quote Caterer – 4th July 2012

For items No. 3 from the table above, if need be we will send sample recipes as those items are more American. All three of these items (mini-burgers, hot dogs and spareribs), we would like to be grilled on the spot at 3 stations located on the property.

U.S. Embassy will provide the caterer with:

- Spare ribs 150 kg
- Hot dogs 1,200 ea
- Bratwurst 600 ea
- Hot dog buns 1,800 ea
- Ingredients for baked beans
- American wines and beer
- Local wines and beer
- Water and beverages
- An assortment of barbecue sauce, ketchup, mustard, and pickle relish
- Assorted chips

Caterer will provide:

- An assortment of savory canapés (e.g. bruschetta, cheeses, meats, etc.)
- Hamburgers with cheese slices
- Hamburger buns
- Lettuce (zelena salata), sliced tomatoes, sliced pickles (kiseli krastavac), and sliced onions for the burgers
- Cake 60 x 40 cm/ 100 pcs with American flag

Mini-Hamburgers (SEE NEW RECIPE AT THIS LINK:

<http://www.recipe.com/mini-burger-party-platter/> **or**

<http://allrecipes.com/Recipe/Slider-Style-Mini-Burgers/Detail.aspx>

Slider-Style Mini Burgers



 Upload A Photo

RECIPE RATING:

PREP TIME 10 Min

COOK TIME 40 Min

READY IN 50 Min

Original recipe yield 24 sliders



US



METRIC

INGREDIENTS (Nutrition)

- 2 pounds ground beef
- 1 (1.25 ounce) envelope onion soup mix
- 1/2 cup mayonnaise
- 2 cups shredded Cheddar cheese
- 24 packages dinner rolls, split

DIRECTIONS

1. Preheat an oven to 350 degrees F (175 degrees C). Cover a baking sheet with aluminum foil and spray with cooking spray.
 2. Mix together the ground beef and onion soup mix in a large skillet; cook and stir over medium-high heat until browned. Remove from heat. Stir the mayonnaise and Cheddar cheese into the ground beef mixture.
 3. Lay the bottoms of the dinner rolls on the prepared baking sheet. Spread the cheese and beef mixture on the bottom half of each roll. Replace the tops. Cover with another sheet of aluminum foil sprayed with cooking spray.
 4. Bake in the preheated oven until the burgers are heated through and cheese melts, about 30 minutes. Serve with sliced pickles.
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In order to decide on the best quoter, you are also asked to reply to the following questions:

1. Is your restaurant/hotel/catering service able of preparing food for approximately 700 people?

2. Does your restaurant/hotel/catering service have *non-plastic* plates, chafing dishes, serving utensils, flatware (knives and forks), serving trays for waiters, juice/water glasses, wine glasses, beer glasses, napkins and ice cream bowls for 700 people?

3. Are you able to procure all necessary items for the food in large enough quantities i.e. meat, cheese, fruit?

4. Will you be able to transport the food in a refrigerated truck so that it does not spoil?

5. What kind of food safety and quality control mechanisms do you have in place to ensure consistent dishes?

6. When can you provide us with an estimate?

7. When can we set up a time to test taste your food?

If you have additional ideas to improve our menu, please let us know.

Payment for the services will be made in EUROS via EFT within 20 business days after receipt of a correct original invoice and after the services have been received and accepted.