



## **STATEMENT of WORK**

### **CATERING SERVICES For INDEPENDENCE DAY RECEPTION**

**U.S. EMBASSY  
Dar es Salaam, Tanzania**

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**Statement of Work**  
**for**  
**Independence Day Reception**  
**U.S. Embassy**  
**Dar es Salaam, Tanzania**

**1. PROJECT DESCRIPTION**

- 1.1 The U.S. Embassy in Dar es Salaam requires catering services for the celebration of our national day which will be celebrated at some time in July. The date of the celebration will be announced at a different time.
- 1.2 The main point of contact for party planning is **Patrick Collins** at [collinspf@state.gov](mailto:collinspf@state.gov).
- 1.3 The main point-of-contact for contracting questions is Embassy Contracting Officer **Buck Tilley** at [tilleyr@state.gov](mailto:tilleyr@state.gov). The Contracting Officer will award the contract at his discretion.

**2. SCOPE OF WORK**

- 2.1 Vendor quotes must be returned to the Contracting Officer by June **07, 2013 at 12:00 noon**.

Contracting Officer  
United States Embassy  
686 Old Bagamoyo Road  
Dar Es Salaam, Tanzania
- 2.2 Selected vendors will prepare samples of attached proposed menu items for tasting and approval by Patrick Collins and a few others prior to June 21, 2013 as requested.
- 2.3 The vendor which is awarded the contract (henceforth called The Contractor) will ensure sufficient quantities of agreed-upon attached menu items are prepared and delivered to 9 Toure Drive several hours in advance of a 17:00 official start of festivities.
  - 2.3.1 Cocktail Hour Reception for approximately **40** early-arriving guests is scheduled for **17:00-18:00**
  - 2.3.2 Official Reception for approximately **400** guests scheduled for **18:00-20:00**.
- 2.4 The Contractor will provide **24** wait staff the day of the event for preparation and serving. Contractor's employees will be on the property for contractual duties and not for other business purposes. Contractor's employees will be hygienic and neat, and in uniforms provided by the Contractor.

- 2.5 The Contractor will provide serving materials, inclusive of but not limited to warmers, large platters, toothpicks, wine glasses, glass cups and paper plates, bowls and utensils. Novelty napkins will be provided by the US Embassy.
- 2.6 The Contractor will be responsible for collection and disposal / return of The Contractor's own materials.
- 2.7 The Contractor will leave behind and wrap all uneaten food.

### **3. GENERAL REQUIREMENTS**

- 3.1 The Work will be executed in a diligent, punctual and professional manner in accordance with the negotiated price, this Scope of Work, and the laws of Tanzania.
- 3.2 The Contractor will ensure food is prepared on time and wait staff are trained, punctual, and carry out duties professionally and courteously.

### **4. RESPONSIBILITIES & MANAGEMENT**

- 4.1 Point of Contact: The Party Planner at the Embassy is The Contractor's main point of contact. The Contractor will report to the Party Planner on status of services and any issues fulfilling the contract as agreed.
- 4.2 Workforce: The Contractor will provide 24 servers to coordinate food warming, presentation, and distribution.
- 4.3 The Contractor will not incur any costs beyond those described in this Scope of Work unless directed otherwise *in writing* by the Contracting Officer. Any work performed by The Contractor beyond this Scope of Work without written direction from the Contracting Officer will be at The Contractor's own risk and at no cost to the Embassy.
- 4.4 At any time the Party Planner, working hand in hand with the Contracting Officer, reserves the right to *Stop Work* for protection of employees or visitors, security, or any other reason at his/her discretion.
- 4.5 Fixed-Price Proposal: The Contractor will provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work.

### **5. PAYMENTS**

- 5.1 Invoices: The Contractor will submit invoices with backup documents to the address listed on the OF347, which is the procurement award document.

**END STATEMENT OF WORK**