

Solicitation: SEI300-15-Q-0009
OUTDOOR CATERING SERVICES
SCOPE OF WORK

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for catering services at an outdoor conference-themed event at the U.S. Ambassador's Residence, Phoenix Park, Dublin 8. Please see full details of the request below and reply to Mr. Emmet Downey DowneyEJ@state.gov, ph. 01-630 6241 to indicate if you are interested in participating in the solicitation process.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

- **A site visit will be held on Wednesday March 11, 2015 @ 11:00.**
Location: U.S. Ambassador's Residence, Phoenix Park, Dublin 8

Those interested in attending must provide name and vehicle details 24hrs in advance of the meeting to Mr. Downey. No more than 2 representatives per contractor will be admitted.

Note: non-attendance at site visit does not preclude contractors from submitting a quote so long as it's received before the due date.

- **Quotations are due on or before Wednesday March 18, 2014 at 15:00.**

Quotations may be delivered in hard copy at the above address or via email for the attention of Mr Emmet Downey.

Date of Event: Wednesday & Thursday, April 22 & 23, 2015

Location: U.S. Ambassador's Residence, Phoenix Park, Dublin 8

Anticipated guest count: 300 - 500

Please note that the event will take place in marquees within the grounds of the residence.

Set-up/De-rig: Set-up from Tuesday, April 21; all equipment must be removed by COB on Friday, April 24.

Pricing Options:

Due to budget restrictions the Embassy requires pricing options for these services.

Please quote to include a budget service, a mid-range service and a top range service.

Please quote to provide for 300 persons, 400 persons and 500 persons.

Performance of work includes all hire services, equipment erection / installation, materials, staffing, overhead, parts and labor. Take down and removal from site. Make-good site before final departure. Access to the site is available from 07:00 on Tuesday, April 21. All equipment etc. is required to be fully installed on site and ready for use by 15:00 on

Wednesday, April 22 and is required to remain in place thru to event end.
Break-down and removal from site is required not later than COB Friday, April 24.

Work on both install and removal should be performed in such a way as to keep disruption to normal business to a minimum. Work may be performed between the hours of 07:00 through 19:00 with prior approval of Embassy security officer.

Offerors should propose the best options for provision of these services.

Specific requirements as follows:

WEDNESDAY APRIL 22:

Opening Reception: 19.00 – 21.00

- Bottled beer, soft drinks and water
- Canapés/Finger food, savory/sweet, for example mini hamburgers /hot dogs, and deserts

THURSDAY, APRIL 23:

Morning Coffee Break: 09.30 – 10.00

- Tea, coffee, water and juice
- Bite-sized pastries/light breakfast items

Lunch Break: 13.00 – 14.00

- Standing luncheon buffet (hot and cold options) , including dessert
- Tea, coffee, water and soft drinks

Water and Fruit Break: 14.45- 15.00

- Water and fruit

Afternoon Coffee Break: 16.15 – 16.45

- Tea, coffee, water and juice
- Biscuits and bite-sized cakes

Closing Reception: 17.30 – 19.00

- Wine, water and juice
- Canapés/Finger food, savory/sweet

Quotation to include full service supply of all necessary catering equipment, service staff, trestle tables, Pod tables, bottled drinks bar, beer/wine/water glasses, table linen, service items including hotel-grade cutlery, plates, cups, paperware, crockery, glassware, disposable flatware, mobile kitchens, and all equipment required in kitchen. Include in quotation generators or other independent electrical supply if needed. Water will be supplied by the Embassy.

Service Staff:

Bar/Service staff to serve morning and afternoon coffee breaks, afternoon buffet, evening receptions, and bar staff for full event. Experienced bar staff required.

Cleaning Staff

Dedicated and experienced cleaning staff to clear waste from entire event area. Quotation should include cost based on event attendees in increments of 300 persons, 400 persons, 500 persons.

Areas to be cleaned include :

- Main Marquee, including pod tables, keep interior tidy and free of litter and food waste
- Break out marquees, keep interior tidy and free of litter and food waste
- Exterior event areas around all marquees, and service areas, keep tidy and free of litter and food waste
- Cleaning staff to empty trash receptacles and move bags to designated trash areas

Additional information required

Please provide proof that relevant liability insurance is in place for events of this nature.