



U.S. Consulate General
Karachi, Pakistan
Date: November 21, 2019

To: Offeror Page 1 of 18

Request Number: **PR8801847**
From: Procurement & Contracting Department
U.S. Consulate General
Plot No- 3, 4, 5, New TPX, Area
Mai Kolachi Road
Karachi, Pakistan.
E-mail: KRCProc@state.gov;

The U.S. Consulate General Karachi has a need for catering with décor set-up and services for our National Day Celebration, to be held on February 20, 2020. We request that your company provide a price proposal with design that would meet the following requirements:

Location/Venue: U.S. Consulate General, Karachi at Mai Kolachi Road.
Date: February 20, 2020
Type of Function: Reception – Standing style with lounge areas
Theme: “Classic New Orleans”
Official Timing: 18:30-21:00.
Attendance: 800 – 900 guests.

Important Dates:

- **Site Visit at US Consulate General, Karachi (Mai Kolachi Rd) scheduled on November 29 at **10:30am. Given in your details for security access no later than November 22, 2019.**
Name, NIC/Passport number, Vehicle details (color, make, model, license plate number)**
- **Submission of proposal 1200hrs December 05, 2019.**
- **Food and Service Evaluation and presentation of theme decoration proposals TBD**
- **Meetings on site will be held weekly starting contract award.**
- **Set-up starts on Feb. 10 (tentative announcement).**



U. S. INDEPENDENCE DAY EVENT

February 20, 2020

1830 – 2100 (timing may extend)

Consulate General

SCOPE OF WORK (SOW) FOR DÉCOR, FOOD AND CATERING SERVICES

GENERAL SETUP/ FOOD (Combination Buffet & Station service) & BEVERAGE SET-UP:

Please see the image below with a birds-eye view of the layout. The location of the buffet, stage, bar, car show, red carpet, entry point, food stalls are fixed. Lounge area can shift if needed. Event will include stops to visit (food/décor) as well as a Pakistani buffet set up for not-to-exceed 1000 guests.

Theme is “Classic New Orleans” and should include elements of the French Quarter, Jazz and iconic New Orleans features. Décor should not include overt references to Mardi Gras or Bourbon Street. Colors should focus on green, purple and gold with American flag used throughout the venue.

- **24 Cocktail Tables** draped with black floor length tablecloths (fabric sample to be provided to Consulate prior to event set-up) Centerpieces should use the gold, purple and green color combination and American and Pakistani flags. Centerpieces should be short (no taller than 20 cm) using orbs, battery powered lights and beads. **(See detail 6)**
- **One large 360-degree Bar** (27 feet x 11 feet) (All alcohol will be provided by United States Government.) Bars should be a dark wood base with gold, purple, & green bunting at the bar top edge. Pillars should be wrapped in fabric in the color scheme. US Consulate employees will staff the bar but all glasses, ice, utensils, napkins, etc. must be provided. Large themed décor should be a focal point on top of bar (perhaps fleur de lis). **(See Detail 9 for sizing).**
 - Complete bar set-up with Ice Cubes/ Cooling Ice/ Ice Buckets/ Bottle Opener/ Tubs/ Cocktail napkins/Ice tongs/Straws/Stirrers
 - Complete Glassware and stemware appropriate for a variety of drinks including, but not limited to, wine, mixed drinks, water, and soda.
 - Ashtrays
- **Buffet Table** (Pakistani options) with skirting accented by gold/green theme blend
 - Crockery and Cutlery
 - Chafing dishes with sterno to keep food warm
 - Serving utensils appropriate to each dish
 - Linens, plain white
 - Napkins, plain white



- Pantry Shamiana tent

- **6 Food Stalls** (Multiple American dishes (see below) served as appetizers in five distinct areas in the venue) with skirting accented by green/gold/purple theme blend
 - Cocktail napkins
 - Serving Trays
 - Themed toothpicks for serving

- And any other food/bar equipment needed to provide service for number of guests

- **Two tented lounge areas** with seating for 25-40. The seating should be low seats/benches/couches or acceptable substitute. (We need to see options available.) Tents or draping should be open on all sides with chandeliers hanging from top. (**Detail 1**)

- **Décor for the grounds:**
 - **Outside Check-in stations (3)**– Small décor on theme – Street Lamp with signs, bows, U.S. flags, balloons – two bunches – 9 balloons each in purple, gold, green. Streetlamps throughout décor must be no shorter than 6 ft tall and constructed out of wood (or another comparable material approved by Consulate management).
 - **Driveway entrance** – 12 Street Lamps with bows and U.S. Flags, Store front scene, life sized Jazz silhouettes. (**see Detail 2 and Detail 5**)
 - **Large Panaflex to hide the chiller truck** – (**see detail 7 for ideas**)
 - **Front Door and Receiving Line** – Standalone streetlamps with signs and bows, red carpet. (**see Detail 3**)
 - **Lounge Area** – (**see Detail 1**) Lounge areas with draping and chandeliers.
 - **All over décor** – White lights in trees and chandeliers (perhaps 10) of differing sizes hanging from some trees
 - **Bar area Décor** – lights for columns, on theme wrapping of pillars, large cutouts on theme mounted on top. (**see Detail 9 and Detail 5**)
 - **Back of the house balcony** – green, gold purple bunting with American flags (**see Detail 4**)



- **Pakistani Buffet Décor** – Table bunting in green, white and gold
- **Stage and stage area Décor** - Bunting for stage, stanchions to block areas, Stage is 36’x 24’ and three feet tall. Stairs with railing on side.
- **Six Themed station décor** - each with streetlamp (made from wood or other heavy material) and street sign. Lamps should work perhaps using battery powered lighting. U.S. flags, Purple, Green, Gold bunting (strung between palm trees), large distinct backdrop following theme that will be appropriate for picture
- **Additional Décor** – 2 Large Bead trees (**detail 8**), additional tables **and** bunting needed for “gift in kind” stations and other set up. Most likely 30 additional from other tables listed in this SOW.

FLORAL ARRANGEMENTS and CENTERPIECES – All with Green/Purple/Gold and American Flags

- 2 x front facing floral arrangements for stage
- 24 centerpieces for cocktail tables. See samples below. No flowers. Lights, beads, balls. no higher than 8 inches/ 20 cm in total height. (**See DETAIL #6**)

SERVICE STAFF & UNIFORMS:

- Uniform for waiters exclusively for this National Day celebration. Please proposal ready to show at first meeting after winning contract.
 - The uniforms for all front facing staff (including supervisors) need to include Green, gold, purple with American flag accent.
 - Uniform proposals should be approved by women on the staffing team prior to showing for Consulate approval
 - Number of on-site supervisors should be in proportion to the number of working staff.
 - Dark pants, white shirts are required in the uniform proposals.
 - All staff are prohibited from imbibing alcohol during the entire event.
- VIP Services by professional waiters (minimum 60 waiters or as advised by vendor)
- MED unit approved **hand washing stations** in kitchen area. Tables so all food is off the ground. Consulate Medical unit will check for hygiene and food safety issues during set up and during the event.

SECURITY REQUIREMENTS



- Black curtain required running entire length of far side of the backyard venue. (Set up behind food stations behind the palm trees) Must be 6-feet tall and run the entire distance of the backyard venue.
- Must provide only staff that has valid CNIC identity card. No copies. Must provide information of staff, drivers, and vehicles in advance to receive access to compound. Must not make significant changes to submitted list
- Must abide by all security regulations and timings communicated for arrival, equipment drop-off, set up, tear down and equipment removal.

CLEAN-UP and TEAR DOWN

- Must clean up and remove some equipment and décor on the night of the event
- Must complete the cleanup and removal the day after the event
- Must leave the venue site free of trash and debris

FOOD:

Stall 1 – Desserts - Hors D’ Oeuvres/Pass around



King Cake – served by the slice (VEG)

Beignets – made live at station (VEG)



Stall 2 – Po’boy with shrimp? / V – southern fried okra - Hors D’ Oeuvres/Pass around



Po'boy with shrimp – need the flavors but in a small three bite size

Southern fried okra – served in small paper cups with toothpicks (VEG)



Stall 3 – Red beans and Rice - Hors D' Oeuvres/Pass around

Red
-
beans



beans and rice – served in small bowl with wooden fork or spoon
VEG

Grilled sausage – grilled at station and placed on top of red
and rice if guest wants added meat



Stall 4 – BBQ Shrimp / Jalapeno hush puppies Hors D' Oeuvres/Pass around



BBQ Shrimp – 3 on skewer

Jalapeno cheese hush puppies VEG



Stall 5 – Muffuletta / Tapenade crostini - Hors D’ Oeuvres/Pass around



Muffuletta – need hand held version. Use beef salami and perhaps turkey ham for meats.

Tapenade crostini – Uses same tapenade as the muffuletta. VEG



Stall 6 – 4. Jambalaya / V – fried green tomatoes - Hors D’ Oeuvres/Pass around



Jambalaya – served in small bowls with fork. Chicken, Shrimp, Spicy Beef sausage?

Fried green tomatoes – live station – VEG



Pakistani Buffet

- Pakistani Salad
- BBQ Prawns
- BBQ Chicken
- Lamb Kebob
- Beef Kofta
- Yogurt Sauce (Raita)
- Naan
- Chocolate Chip Cookies
- Chocolate and Vanilla Cake 25 lbs. (Complimentary by the Hotel) with cake trolley/table having white skirting

Detail 1: Examples of lounge seating, lighting and tenting

Lounge Seating with open air tenting and chandeliers.



Use of white lights throughout venue – in trees, draped from building.



Detail 2: Examples of entrance streetlamps and decor. For use lining the driveway venue entrance. Need to light up. Bows in green, gold, purple. American flags on each light per example.



Jazz band silhouette cut outs need to be life sized and built for viewing from both sides.

These could be placed near streetlamps at entrance driveway to reference the theme.



Detail 3: Lamps at food station. Can be mounted on Palm trees. Should work. Have signs like example using French Quarter street names. NOT bourbon street.



Stand alone lamps could be used in venue receiving line photo ops.

Signs should be same as above without Bourbon Street.

Also no Mardi Gras signs.

Detail 4: Examples of décor on back of house – should be gold, purple, green bunting with American flags. Need to be of appropriate size to display well.



U.S. CONSULATE GENERAL, KARACHI.



Detail 5: Example of street scene that could be built as photo op backdrop. Could be against the wall at the entrance driveway. Needs to be full sized.



DETAIL #6: Examples of centerpieces for cocktail tables.



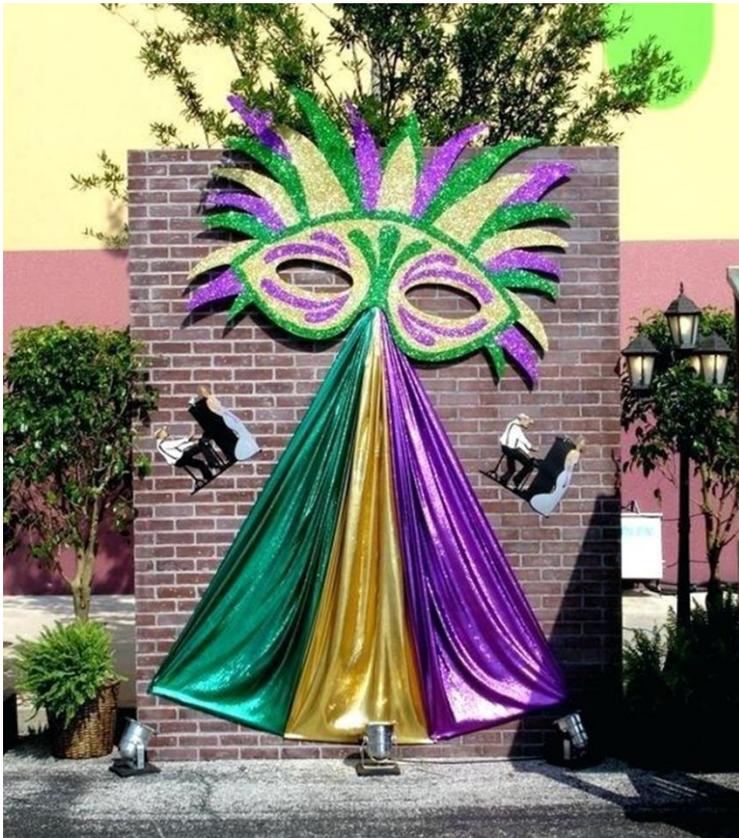
Detail #7: Panaflex backdrop to cover chiller truck parking in driveway. Needs to be larger than the chiller truck it covers.



Detail #8: Bead Tree – One large tree inside venue space to provide a WOW factor.

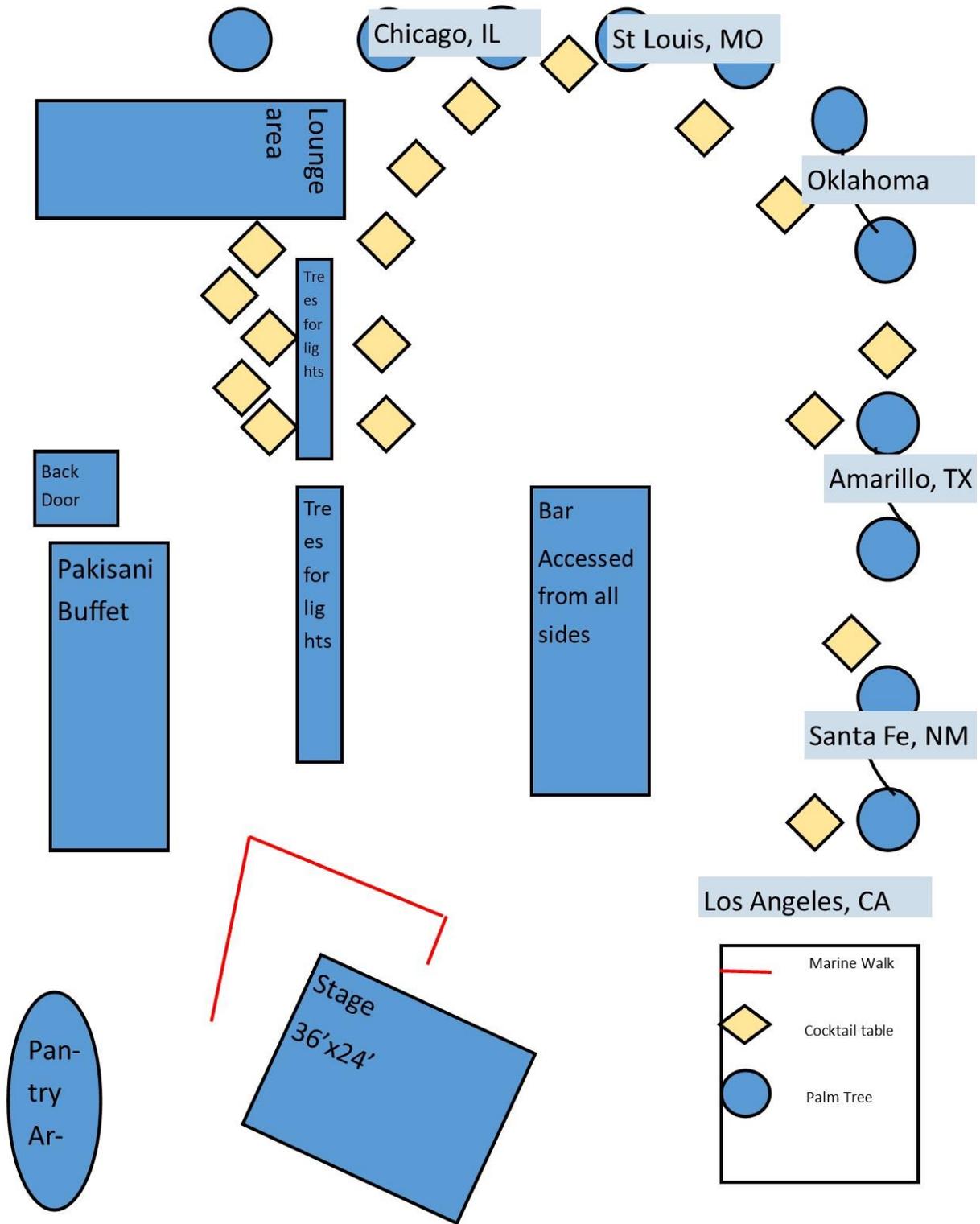


Detail #9: Ideas for décor on wrapped around bar and check-in stations– Note colors. Would need American Flags also incorporated.





SITE PLAN:





Prices:

TAX: Your prices shall be duty/tax free. U.S. Consulate General Karachi will neither deduct nor pay any tax for this service.

Inspection & Acceptance:

A Government representative will inspect the service(s) delivered to determine the quality and acceptability. Substandard services/products shall be unacceptable at vendor's expense.

Payment Terms:

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon complete delivery to the US Consulate General, Karachi and submission of legitimate invoice to Financial Section after delivery, and submission of receipt.

SUBMISSION OF INVOICE:

Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

For payment related queries please contact

- Karachi, FMC Invoices KarachiFMCInvoices@state.gov
- Karachi, FMC Inquiries KarachiFMCInquiries@state.gov

Contracting Officer takes no responsibility for payment and/or associated queries.

Please note: Mode of Payment - Net 30 will be commenced on the date of receipt of invoice in the US Consulate General Financial Management Centre.

Although email is the preferred method, invoices may also be submitted by mail (do not send electronically if you mail the invoice to the following address to avoid duplication):

Karachi Fiscal Office
U.S. Consulate General
Plot No- 3, 4, 5, New TPX Are
Mai Kolachi Road
Karachi

For payment related queries contractor will contact Karachi Fiscal Office KarachiFical@state.gov. Contracting Officer takes no responsibility for payment and/or associated queries.



Contract Clauses:

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

http://aopepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx

52.249-2 Termination for Convenience of the Government (Fixed-Price)

(MAY 2004) Alternate I (APR 1984)

52.212-4 Contract Terms and Conditions--Commercial Items (May 2019)

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2019)

Offer Due Date:

1. Please submit your quote on or before **December 05, 2019** to **Procurement Contracting Officer, U.S. Consulate General Karachi**, or via Email to following email addresses:

KRCProc@state.gov

EVALUATION FACTORS

The Government intends to award a contract/purchase order resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter who is a responsible contractor. The evaluation process shall include the following:

(a) **COMPLIANCE REVIEW.** The Government will perform an initial review of proposals/quotations received to determine compliance with the terms of the solicitation. The Government may reject as unacceptable proposals/quotations that do not conform to the solicitation.

(b) **TECHNICAL ACCEPTABILITY.** Technical acceptability will include a review of catering and décor on evaluation day once the proposals have been submitted to gauge the performance and experience as defined in SOW, along with any technical information provided by the offeror with its proposal/quotation. Performance Evaluation Day request will be only sent to the lowest bidder, incase the lowest bidder fails to perform the US Consulate Karachi will reach out to next lowest bid. Performance Evaluation will be announced at least 5 business days in advance in order to give ample time of preparation. There will be not more than four (4) technical evaluator personnel in the panel from USG.

Inclusive of hand-pick food items from SOW, the contractor can use props, samples, and presentations preferably from their own past executions during this evaluation with new ideas if required.



(c) **PRICE EVALUATION.** The lowest price will be determined by multiplying the offered prices times the estimated quantities and arriving at a grand total, including all options. The Government reserves the right to reject proposals that are unreasonably low or high in price.

(d) **RESPONSIBILITY DETERMINATION.** The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- Adequate financial resources or the ability to obtain them;
- Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- Satisfactory record of integrity and business ethics;
- Necessary organization, relevant experience of at least 5 years in required service, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them; and
- Otherwise qualified and eligible to receive an award under applicable laws and regulations.

END OF RFQ/STATEMENT OF WORK