February 27, 2020

Dear Sir/Madam,

**RE: Request for Quotation (RFQ) for catering U.S. Consulate General Chennai, National Day Event.**

The U.S. Consulate General proposes to hold its Independence Day event on Thursday, July 02, 2020 in a suitable venue at centrally located within 6-8 km from the U.S. Consulate. We anticipate between 800 and 1,000 guests will attend the reception, which will take place from 7:00 pm to 9:00 pm. We would like to obtain a quote for your company to cater the event according to the specifications listed below.

The vendor will provide the following goods and services and meet the following stipulations:

1. A spacious air-conditioned venue within the hotel premises that can accommodate 800+ guests. Vendor will provide a floor plan and one to three pictures of the proposed venue along with the quote.
2. One manager or other venue representative available during the event, from set up to clean up, to address any issues or answer any questions from Consulate staff.
3. Food stations and/or buffets set up throughout the venue to supply local and international appetizers, entrees (vegetarian and non-vegetarian), and desserts. The vendor may also provide an alternate list from which the Consulate will make additional selections. These foods could keep within the theme of the event, which is Red, White, and Blue.
4. Small international menu of snacks and beverages available pre-event 4pm – 6pm for Consulate set up staff.
5. Non-alcoholic beverages such as water, juices, soft drinks as well as tea and coffee.
6. Venue to provide refrigeration, Consulate to provide alcohol and beer.
7. Chairs and cocktail tables, as required to be arranged throughout the venue in a design specified by Consulate personnel in coordination with the venue organizers.
8. Sufficient number of servers for the food stations, bartenders to serve the drinks, and serving staff to distribute the food throughout the venue and clear plates, glasses, and cutlery at regular intervals.

9. The hall must be tastefully decorated with flowers, plants, and additional lights, if required, based on pre-event consultation with the Consulate and keeping with the theme.

10. A podium with a microphone for remarks, along with an A/V system to play (and amplify) background music suitable for the occasion. The Consulate will provide the music on an iPhone, MP3 player, or flash drive, which should be connected to the A/V system by the hotel.

11. Two to three flat screen televisions (minimum 36 inches) hung or placed throughout the venue in pre-event consultation with the Consulate; and any additional equipment (e.g., laptop, DVD player, etc.) as needed. The Consulate will provide video material on DVD disc or flash drive.

12. Two to three large tables outside of the main hall for guest check-in.

13. Support staff, along with necessary hardware, and power strips, for wall and ceiling items (posters / décor / decorative lighting).

14. Two hotel rooms for Consulate staff to use for the duration of the evening for changing clothes and storing personal items.

15. Rest area and basic meal for Consulate security staff – approximately 40 workers.

16. All goods and services must be set up and ready for the event four hours prior to the start of the event; the venue will be reserved beginning the day of the event and the Consulate will initiate security controls beginning the night before (specific hour to be arranged in consultation with the vendor).

17. The vendor will quote a single price, all inclusive, with no additional add-ons charged for basic equipment or services on the evening of the event. GST will be paid by the Consulate. Please mention GST as a separate line item.

18. Order will be issued /paid for the minimum guarantee of 800 guests and vendor should accommodate up to 1000 guests. If it exceeds beyond 1000 guests, payment will be made on actuals at the rate of XXXX per person.

The Consulate will provide the following items:

- Wine, beer and spirits to be served to attendees.
Please provide your quote along with your suggestion for the menu on Attachment B by email to Bruce Sullivan at SullivanBW@state.gov, with cc to ChennaiProcurementFSNS@state.gov by 03:00 p.m.(IST) on Monday, March 09, 2020. We anticipate making a decision by close of business on March 27, 2020 and we will update the estimated number of attendees two days prior to the event.

Sincerely,

Bruce W. Sullivan
General Services Officer
U.S. Consulate General
Chennai – India
Tel: 91-44-2857-4000
SullivanBW@state.gov
Menu – To be determined.

**ATTACHMENT A – SUGGESTED MENU**

**Cake** – Sheet Cake, **10kgs** (Chocolate or Vanilla Flavor), with a decorative design coordinated with Consulate personnel

**Finger Foods**
Vegetable Crudités  
Falafel  
Hummus and Pita  
Flatbreads (Cheese & Veg)  
Bacon Wrapped Dates  
Caprese Salad  
Olives, and Dried Fruits, Nuts  
Chicken Satay  
Beef Sliders  
Baked Brie or Mozzarella Sticks  
Tempura Vegetables

**Desserts**
Ice Cream  
Fruit Smoothies  
Doughnuts  
Apple Pie  
Baklava

**Drinks**
Sodas  (Coke/Pepsi, Sprite, etc.)  
Fruit Juices  (Apple, Mango, Orange, etc.)  
Tea  
Coffee  
Soda Water / Mineral Water

**Alcoholic Beverages**
Wine (to be provided by the Consulate)  
Beer (to be provided by the Consulate)  
Spirits (to be provided by the Consulate)
ATTACHMENT B – QUOTE SUBMISSION FORM

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th></th>
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<tbody>
<tr>
<td>Vendor Contact 1 (name and title)</td>
<td></td>
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<tr>
<td>Contact 1 cell phone</td>
<td></td>
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<tr>
<td>Vendor Contact 2 (name and title)</td>
<td></td>
</tr>
<tr>
<td>Contact 2 cell phone</td>
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<tr>
<td>Suggested venue within hotel</td>
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PRICING INFORMATION

**Note:** Total cost must include rates for line items from 1-15 of Page #1&2 of this RFQ letter, plus supply of 10kg Sheet Cake, Finger foods, Desserts and Non-alcoholic beverages (excluding alcohol and beer). Quote GST as a Separate Line item.

**Total cost** for items 1-15, excluding alcohol and beer.

Quote must be filled in attached “191N6020Q0008 – Excel Format for Quote”

| INR : |                                                   |