



CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA
MUMBAI, INDIA

C-49, G Block, Bandra-Kurla Complex
Bandra (East), Mumbai 400 051

April 20, 2023

Dear Prospective Offeror,

SUBJECT: REQUEST FOR QUOTATION - PR11622032

The U.S. Consulate General Mumbai requests quotations for a venue for the U.S. National Day celebration to be held on Thursday, August 3, 2023, in Mumbai. The venue will provide a banquet space to hold up to 700 guests plus buffet dinner. The theme for this year's National Day celebration is "Earth Day" and the event will occur in the banquet room of the selected venue.

The Consulate seeks a quotation for the deliverables mentioned in the attached Statement of Work (SOW). If you would like to submit a quotation, please follow the instructions in the attached document.

The U.S. Government intends to award the purchase order to the lowest priced, technically acceptable quoter. We intend to award a purchase order based on initial quotations, without holding discussions, although we may hold discussions with venues in the competitive range if there is a need to do so.

For a proposal to be considered, you must complete and submit the following:

- SF-1449
- Copy of the Layout of the banquet hall
- Quotation to be submitted in detail.

Quotations are due no later than **May 5, 2023, at 4:00 pm** (IST). Addressed to The Contracting Officer, American Consulate General, Mumbai through mumbaiprocurement@state.gov

Direct any questions regarding this solicitation to the Contracting Officer at mumbaiprocurement@state.gov during regular business hours.

Sincerely,

Rachel Atwood Mendiola
Contracting Officer

Attachments:

- Standard Form 1449
- RFQ with the Scope of Work