



*Embassy of the United States of America
General Services Office
Yaounde, Cameroon*

REQUEST FOR QUOTATIONS

Product/Service required: Catering services during U.S. Embassy Independence Day Event

Product Request Number (PR15306609):

The American Embassy in Yaounde is seeking a qualified and experienced vendor to provide the following services.

A. SCOPE OF WORK

The contractor shall provide catering services on July 03, 2025 at the U.S. Embassy of Yaounde:

Duration of official event: 4 hours (from 17:00 to 21:00)

Estimated number of guests: 500

Menu: Different types of finger foods and desserts from serving trays and plan 500 items per food;

- Pigs in a blanket
- Chicken brochettes
- Fish brochettes
- Meat brochettes
- Tempura cauliflower and/or other vegetables
- Deviled eggs
- Veggie nems
- Fruit brochettes
- Mini hamburgers
- Cupcakes

Pictures of proposed menu items will be helpful. Vendor is responsible for preparing food on-site, keeping food at appropriate temperatures prior to and throughout service and should bring appropriate equipment for this purpose.

Provide uniformed bartenders and servers at a 1 to 15 ratio of servers to guests. Six bartenders will staff three bars to quickly serve all guests.

Provide enough napkins, glassware, plates, and appropriate silverware for menu items.

Provide a list of names, phone numbers, current address, marital status, one passport photo, and photocopies of national ID's for all personnel entering the U.S. Embassy. Complete list

does not need to be submitted at one time but all information must be submitted no later than June 16, 2025.

All food shall be prepared and ready to serve and all supplies must be at the U.S. Embassy in Yaounde (Golfe Neighborhood) before 17:00. Service shall continue until the end of the event. Upon event completion remove all waste and catering items and return venue to the condition prior to event setup.

The US Embassy will also be supplying wine for the event. Caterer must provide wine glasses, as well as glassware for other beverages. Caterer should also provide 12 champagne glasses for VIP guests and ice buckets to hold three bottles of champagne and keep it cool until it is ready to be served.

B. Price Quote Due Date: All quotes must be submitted (**Subject RFQ – PR15306609**) on or before **May 9, 2025 by 10 am** local time via email to:

Yaounde_procurement@state.gov

C. Contract vehicle: Open Market.

D. Set-aside restrictions: There are no set-aside restrictions for this procurement.

E. Meet or exceed: Offers must meet or exceed requested specifications as described herein and should include a delivery schedule as well as any warranty information.

F. Award Type: Government Purchase Order.

The Embassy intends to award a contract/purchase order to the responsible company submitting a **technically acceptable** 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.

The Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 52.212-1 & FAR 9.1, including but not limited to:

- Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;
- List of clients, demonstrating prior experience with **relevant past performance** information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses).
- Satisfactory record of integrity and business ethics;
- Necessary equipment and facilities or the ability to obtain them; and
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations

G. Offer validity: 60 days

Applicable FAR clauses: The selected Offeror must comply with all applicable FAR clauses. Please see the final contracting instrument for a complete list, the full text of which may be accessed electronically at <http://www.acqnet.gov/far>.

Contracting Authority: This request for quotation does not constitute a contract with the U.S Government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g., Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.

H. Delivery: After receipt of a US Government Purchase Order.

I. Other Provisions

- i. SAM Registration:** Vendors are encouraged to register in SAM (System for Award Management) to be eligible for awards with the US Government. Registration is free - <https://sam.gov/content/entity-registration>
- ii. Defense Base Act (DBA) insurance:** Offerors (ONLY for service contracts estimated above \$10,00.00) shall submit the price proposal inclusive of Defense Base Act (DBA) insurance charges as a separate line item. DBA insurance is different from Workmen's Compensation Plan (WCP) and DBA insurance premium charges will be reimbursed by the U.S. Government. Offerors shall estimate the cost of DBA premium after contacting the authorized insurance provider. Once the contract is awarded, you shall reach out to the insurance provider and pay the premium. The receipt and insurance policy shall then be forwarded to the Embassy for reimbursement. **Offers will not be accepted without DBA insurance costs.**

Suggested sources for DBA insurance:

Phil Saggione

Supervisor-Client Services

Starr Wright USA – A Member of Starr Insurance Companies

405 Silverside Rd. Suite 102B, Wilmington, DE 19809

Direct: 302.375.1279

Fax: 302.483.0230

Philip.Saggione@starrcompanies.com

tyler.hlawati@starrcompanies.com

Jamie Behringer

Jamie@globalunderwriters.com

Global Underwriters

3195 Linwood Rd., Suite 201

Cincinnati, Ohio 45208

800.423.8496 / F-513-533-1504

www.globalunderwriters.com

iii. National Defense Authorization Act (NDAA)

All quoters must complete, sign and return the form (Contractor's Certification on Compliance With National Defense Authorization Act) attached to this RFQ with their price quote.



United States Department of State

Washington, D.C. 20520

www.state.gov

ATTACHMENT 1 – EXPRESS NDAA CERTIFICATION

Public Law 115-232, also known as the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019, requires representations regarding Covered Telecommunications Equipment and Services. Contracting staff shall use this representation with vendors to determine compliance with NDAA requirements. To comply with this Public Law the Federal Acquisition Regulation (FAR) in FAR 4.2105 requires two provisions 52.204-24 & 52.204-26 and contract clause 52.204-25 in all procurement actions.

DIRECTIONS FOR THE MERCHANT

1. Read the entire provisions and clause in the FAR at Acquisition.gov.
2. After you have read the provisions, please answer the questions below.
3. Upon completion of Step 2, fill out the representation below. *NOTE: This representation is made by a person with the authority to bind the merchant.*
4. Return completed form to your Contract Specialist.

52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)

(d) *Representation.* The Offeror represents that—

- (1) It will, will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds “will” in paragraph (d)(1) of this section; and
- (2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It does, does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds “does” in paragraph (d)(2) of this section.

Merchant Name _____

Merchant's Authorized Representative _____
(Typed Name)