

**Embassy of the United States of America**



Islamabad, Pakistan  
April 18, 2025  
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To: Offeror

Request No: **19PK3325Q1011**

From: **Contracting Officer  
General Services Office  
US Embassy,  
Diplomatic Enclave, Ramna 5,  
Islamabad.**

Phone: +9251-201-5159

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Subject: **Advertisement for Intent to Contract / Request for Proposal – Catering Services – Independence Day 2025**

- a. The U.S Embassy, Islamabad Pakistan intends to acquire the Catering Services from the Potential offerors of the hospitality trade (Caterers/ Hotels/ Event Planners) for the **Independence Day 2025** event at the U.S Embassy, Islamabad. The vendors are required to attend the Pre-Proposal Conference as per the schedule below and only two people from each vendor's side may attend this conference and credential (CNIC Copies) must be submitted through email to the Embassy's POC by **April 25, 2025**.

***Venue: U.S Embassy, Islamabad | Date: April 28, 2025 | Time: 11:00 am Point of Contact for Event: Muhammad Usman A Rana; Cell# 0320-1100-377; E-mail: [RanaMA@state.gov](mailto:RanaMA@state.gov); CC: [AliZ4@state.gov](mailto:AliZ4@state.gov)***

- b. The Vendors will be briefed about the requirements of the event and valid suggestions would be taken from the vendors to make the event more pleasant.
- c. The requirement's details are specified as below:

## 1. Event's Description & Other Terms & Conditions

**Date:** Wednesday, June 04, 2025  
**Venue:** U.S. Embassy Islamabad  
**Timings:** 6:00 – 9:30 pm (may be adjusted)  
**No. of Persons:** 800 (final number to be confirmed one week prior to the event)

Security Note: All contract/vendor employees who will be entering the compound must submit a police character certificate or schedule an appointment with the Embassy Security Office to have their fingerprints collected, and a brief interview conducted (Only award-winning vendors will follow this).

## 2. Set-Up Arrangements:

### 2.1 Furnishings for Event:

- Appropriate plates, cups and glasses, and limited cutlery as required (see Food and Beverages below) for 800 guests.
- A minimum of 3,000 disposable napkins at bar and food stations
- Appropriate signage and labeling for food and beverage items
- A minimum of fifteen (15) trash cans and extra trash bags
- The embassy will provide: ten (10) long tables, thirty (30) cocktail tables, folding chairs, and tablecloths.

### 2.2 Staffing:

- No fewer than thirty (30) professional wait staff to prepare and serve food for no fewer than eight hundred (800) guests, and to clean and maintain all areas.
- During the official event (6:00 – 9:30 pm), no fewer than fifteen (15) wait staff to distribute food, while remaining fifteen (15) staff will buss, clean tables, and replenish food at four (4) standing food stations.

### 2.3 Set-up Requirements:

- All Arrangements (placement of furniture, setting of kitchen utensils and other equipment in allocated area / pantry) except Food & Beverages must be completed by 12:00 noon on June 02, 2025.
- Concerned Supervisors must be available to conduct checks on their staff and services as needed.

### **3. Food & Drink Arrangements:**

#### **3.1 Food:**

- Provide four (4) Cold Savory Finger Foods: Red, White, and Blue, Colored Deviled Eggs, Tortilla Chips with Salsa and Guacamole, Veggie Trays with Dips, Cucumber Sandwiches. Provide one (1) Hot Savory Finger Food: Pigs in a Blanket. Provide Main Food Menu: (4) types of Hot BBQ style meats (Brisket, Beef Ribs, Hamburger Sliders, Hotdogs), (4) Main Hot Dishes: Baked Beans, Mac-Cheese, Green Beans, Corn on the Cob, (2) Main Cold Dishes: Cole Slaw and Potato Salad, Breads: Hamburger Slider Buns, Hot Dog Buns, rolls, (5)Toppings for Hamburger Sliders and Hotdogs: Sliced Cheese, Sliced Lettuce, Sliced Tomatoes, Onions, Pickles, (4) Condiments: Mustard, Ketchup, Mayo, BBQ Sause. The U.S. Embassy to taste-test from a minimum of two BBQ Meats (Brisket and Ribs), all Main dishes and Main Cold Dishes.
  - 75% American
  - 25% Other
  - The Embassy will be supplementing with in-kind donations (serving will be part of the awardee caterer). The menu may need to be adjusted based on donations. Final menu to be decided May 23, 2025.
  - Local, in-season fruits and vegetables are required (serving as suggested by the caterer).
- No fewer than ten (10) wait staff to pass food around in addition to the four (4) standing food stations. All food must be prepared and ready to serve by 5:00pm on the day of the event.
- All leftover food will be made available to Embassy staff.

#### **3.2 Desserts:**

- Quote for mini, bite sized desserts such as Apple Pie and Peach Cobbler and a large sheet cake with US Flag (Red, White, and Blue Colors) (to feed 200 people).

#### **3.3 Ice:**

- 2,500 pounds of drinking ice to be provided by the vendor in Ice Boxes.

### **4. Terms & Conditions:**

#### **4.1 Mode of Payment:**

- Payment will be processed through EFT within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the U.S. Embassy, Islamabad and satisfactory completion of the acceptable services.

#### **4.2 Purchase Order/ Contract Clauses:**

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link: <https://acquisition.gov/browsefar>

- 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 2015)
- 52.212-5: Contract Terms and Conditions Required to Implement Statutes or Executive Orders--  
Commercial Items (Feb 2016)
- 52.243-1: Firm Fixed Price.

FAR/DOSAR clauses attached are part of this PO; these clauses can also be accessed electronically using the following link:

<https://acquisition.gov/browsefar>

#### 4.3 Insurance:

The contractor is responsible for obtaining whatever insurance is necessary according to local laws. The contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the contractor, its officers, agents, servants, and employees, or any other person, arising from an incident to the contractor's performance. The contractor shall hold harmless and indemnify the Government from any and all claims arising there from, except in the instance of gross negligence on the part of the Government.

#### 4.4 Safety:

##### 652.236-70 ACCIDENT PREVENTION (APR 2004)

(a) General. The Contractor shall provide and maintain work environments and procedures, which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and control costs in the performance of this contract. For these purposes, the Contractor shall:

- (1) Provide appropriate safety barricades, signs and signal lights;
- (2) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,
- (3) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for this purpose are taken.
- (4) For overseas construction projects, the Contracting Officer shall specify in writing additional requirements regarding safety if the work involves:
  - (i) Scaffolding;
  - (ii) Work at heights above two (2) meters;
  - (iii) Trenching or other excavation greater than one (1) meter in depth;
  - (iv) Earth moving equipment;
  - (v) Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;

- (vi) Work in confined spaces (limited exits, potential for oxygen less than 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);
- (vii) Hazardous materials – a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or
- (viii) Hazardous noise levels.
- (b) Records. The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The Contractor shall report this data in the manner prescribed by the Contracting Officer.
- (c) Subcontracts. The Contractor shall be responsible for its subcontractors' compliance with this clause.
- (d) Written program. Before commencing work, the Contractor shall:
- (1) Submit a written plan to the Contracting Officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,
  - (2) Meet with the Contracting Officer to discuss and develop a mutual understanding relative to administration of the overall safety program.
- (e) Notification. The Contracting Officer shall notify the Contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the Contractor or the Contractor's representative on site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.

**(End of clause)**

## **5. Quote Submission Due Date:**

The Offerors will submit their formal bid no later than by **May 02, 2025**, via email to:

**Muhammad Usman A Rana (RanaMA@state.gov)**

**Zubair Ali (AliZ4@state.gov)**

Please prepare a quotation on your company letterhead in accordance with the requested details of this **RFQ#19PK3325Q1011**.

- Please provide reference of our Request Number **19PK3325Q1011** in all your correspondence

regarding this request for price quotation.

- Please include a list of your clients to whom you have provided similar services for the last two years.
- The Embassy will provide the Tax Exemption from Ministry of Foreign Affairs and Zero-Rated Certificate from FBR Pakistan after receiving the PROFORMA Invoice, it may take time of 60 – 90 days.

\*\*\*\*\* **END** \*\*\*\*\*