**CONTINUATION TO SF-1449,**

**SOLICITATION # 19AJ2023Q0008**

 **SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20**

**DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

# **STATEMENT OF WORK for CATERING SERVICE for the INDEPENDENCE DAY RECEPTION**

The contractor shall provide complete catering services for the U.S. Embassy Baku’s official Independence Day Reception in accordance with the specifications set forth below. The theme for the food service will be a mix of different American cuisines set forth in Section I. Anticipated number of guests attending the event will be approximately 500. A final guest count will be conducted (7) seven business days (excluding holidays) prior to the event; and if the number of attendees is to be changed, the COR will notify the contractor.

1. **SET-UP**

The contractor will be responsible to provide the below listed materials and equipment to the function area on the day of the event on June 23, 2023 from 18:00 to 22:00 hours at the U.S. Embassy, located at 111 Azadliq Prospekt, Baku, Azerbaijan. The function area will be the front garden area of the U.S. Embassy. No kitchen will be made available for the preparation of food. The contractor will have a walk through one week before the event with the Contracting Officer’s Representative (COR) and other Embassy committee members. This walk through will determine the final schedule for setup, serving and cleaning, the location of serving tables, trays, and decorations, and to review the scenario for the whole event. The contractor’s chef, Food and Beverage Manager, and Serving Captain must be present at this walk through. A tasting event will be held at the Embassy or the contractor’s place of business. The final location will be determined by the COR.

**The Contractor will provide the following:**

1. Be able to prepare all food specified in Section I. The food shall be prepared from premium quality ingredients in portions which are easily consumed in a stand-up environment without the need for utensils, as much as possible. Provide the necessary utensils for final preparation of food and cleaning of dishes. Heating pads and other cloths for handling hot serving items. Ability for keeping hot foods hot, and cold foods cold. The contractor shall deliver all items not later than 1500 on June 23, 2023 and be ready to start drinks service at 18:30, food service at 19:00 with the serving hours between 18:30-22:00. All questions regarding the preparation of the food shall be directed to the Contracting Officer's Representative (COR).

2. Set up 2 (two) food stations (garden set up) total and 4 (four) beverage stations. Each station shall consist of tables with white tablecloths and skirts, ice containers (ice should be from filtered water), and food warmers. Provide small round tables, 25 (maybe less) each (approx. 1.00 m diameter). The height of the table should be 0.80 - 1.00 m and each table decorated with flowers (flowers will be provided by Embassy), white tablecloth (identical to table height) with red and blue bands. The function area is on a garden area that is not completely flat. Therefore, care must be given to provide required supports for the bistro tables to ensure that they are properly supported and even. Final set up, number of tables, and finadrinl table decorations will be decided once contractor is identified in consultation with the COR.

3. Provide adequate quantities of glasses and plates (not plastic) and stemware, linens, napkins (red, white, and blue), serving equipment, utensils, ashtrays, and ice. The caterer shall refrigerate beverages provided by the U.S. Embassy overnight on June 23, 2023 in a refrigerated truck.

4. Provide adequate serving personnel, to wear ties and collared shirts without logos, of same color and style. Waiters shall pass around all food and refreshments although there will be four food and beverage stations.

5. Provide 4 (four) bevarage stations at four points within the Embassy Garden to be designated by the COR. Provide drink service prior to the official opening of the event.

6. The contractor shall be responsible for setting up of design of catering are included food, preparing of equipment, lighting and required equipment.

8. Provide transportation of all deliverables and staff to and from the event.

9. Cleanup and restoration of premises.

**The U.S. Government (USG) will provide the following:**

1. Trash receptacles and trash bags.

2. Additional table decorations.

3. All alcohol, water, and soft drinks.

4. Power supply.

1. **STAFF**

The contractor must provide a minimum numberwaiters for stewarding, a minimum of 3 (three) wait-staff captains, a minimum of 4 (four) bar servers, and a sufficient number of personnel to do the set-up and clean-up.

The contractor will be responsible to assign a site manager to supervise the staff at all times. The site manager will be responsible to remedy any problem that may arise in reference to catering, set up, decorations and clean-up and will liaise with the COR. The contractor will be responsible for ensuring that all wait staff captains are proficient in English.

All the employees of the contractor must wear proper and decent uniforms. During the pre-setup conference the approval of the COR will be taken regarding the uniforms that the staff will be wearing during the event.

Please refer to the Security Section of this Statement of Work, Paragraph D, for additional information about staff security requirements.

The staff is not allowed to fraternize with guests, nor to eat or drink while serving, and no staff is permitted to smoke in the function area. The staff will not be allowed to consume alcoholic beverages on the site prior and during the event. Staff will not be allowed to exit the Embassy until clean-up is completed as specified in Section F. There are no in-out access privileges for the staff to/from the Embassy during the evening unless coordinated with the COR.

**C. FUNCTION**

No additions, substitutions, or deletions from the menu are allowed once the contract has been awarded unless approved in writing by the COR’s. List of the ingredients for the dishes will be provided to the COR and no additions, substitutions, or deletions from the ingredient list are allowed. Equitable portions of all dishes must be prepared to accommodate the total number of guests.

The contractor will be responsible for setting up, resetting and cleaning all used space for catering and event. The contractor will take exceptional care to ensure that the function area is kept clean and that all dirty glasses are taken directly to the kitchen on a regular basis.

The contractor will prepare all the food. The contractor is not allowed to subcontract any catering requirements specified in this order except for the ice.

Food and drink servers will use designated serving routes as defined by the COR. These routes will be finalized at a walk through at the Embassy one week prior to the event.

The chief of the wait staff will make sure that there is enough food at all times.

All alcoholic drinks, water, and soft drinks will be provided by the U.S. Government but will be served by the contractor’s servers.

**D. SECURITY**

All contractor employees that will have access to the Embassy must first have a limited security clearance performed.  This will require to submit a spreadsheet with the following information for each employee - last name, first name, date of birth, place of birth, citizenship, a copy of national ID (front and back), and Employment Verification letter. This spreadsheet must be accompanied with an ASAN Police Report for each employee. All this information should be sent to **the COR**, by May 19, 2023.  Last minute changes to personnel are highly discouraged and may result in denied access.  This includes drivers of delivery trucks along with the vehicle registration documentation (make, color, license plate number) to **BakuRSO@state.gov** by May 19, 2023.  Also, once an employee’s name has been submitted, it cannot be changed or swapped for different employee.

The Government reserves the right to exclude any employee of the contractor at any time due to security reasons. **It is recommended to submit information for more employees than is actually required in the event that some employees do not meet the Embassy’s security requirements.**

**E. PRICING**

**Pricing should be based on an estimated guest count of 500 guests.** Please include in your response an overall pricing for all categories with a detailed description of all items to be provided for setup (i.e. number of buffet tables, bistro tables, etc.), number of wait staff, captains, and bar servers, and a schedule for the setup of the function area, tentative delivery schedule for the kitchen, and a schedule for cleanup of the function area. No sub-pricing is required.

The final guest count will be provided to the contractor (7) seven business days prior to the event and the pricing will be selected accordingly.

Events or menu items may be cancelled any time prior to 14 calendar days prior the event.

Due to health regulations, perishable leftovers may not be removed from the event site.

**F. CLEAN - UP**

The contractor will be responsible for cleaning up the kitchen and the function space. Trash bags will be provided by the U.S. Government. The contractor must return the kitchen and function area back to the same condition in which it was found.

The contractor will remove all materials and equipment within 24 hours after the event.

The contractor must check-in with the COR upon arrival and at the end of the function. The contractor will remain on-site throughout the function and will not leave the premises until the COR states that clean-up is completed.

Contractor will also store all excess food in provided refrigerators as the leftover food will remain the property of the U.S. Government.

**G. SAFETY AND HEALTH**

Caterers using the catering kitchen equipment will be responsible for the safe operation of all appliances and will assure that equipment has been cleaned and turned off after use.

The contractor’s serving captain, chef, and Food & Beverage Manager must have a safety and security walk through with the COR and Post Occupational, Safety and Health Officer, within two days of the event.  All Electrical and gas cooking/heating appliances using propane or any other gas equipment must be set up so it and its connections can be checked. No rubber tubing with slip-on connectors are allowable and all hoses must use crimped connectors and braided steel reinforcement. All equipment must bear the NEC/DIN or EU electrical code. All staff must adhere to USG safety and security guidelines as outlined as part of this walkthrough.

**H. INSURANCE**

The Contractor assumes absolute responsibility and liability for any and all personal injuries or death and property damage or losses suffered due to negligence of the Contractor's personnel in the performance of this contract. The Contractor's assumption of absolute liability is independent of any insurance policies.

**I. MENU FOR INDEPENDENCE DAY CATERING**

The prospective contractor will be able to prepare all of the main dishes, side dishes, and desserts listed below. As stated in menu, “the food shall be prepared from premium quality ingredients in portions which are easily consumed in a stand-up environment and without the need for utensils, as much as possible”. The prospective contractor should contact the COR if there are any questions about how a specific dish is prepared – recipes can be provided. The potential contractor should provide food for testing based on provided menu. Food testing will be conducted in vendor location. The time will be agreed before food testing. Quoter should provide all main dishes indicated in menu for the food testing (8 portions for each dish).

The evaluation will be made by a taste test to be coordinated by the COR. Once a contractor has been selected, the Embassy will then select from among the list of selections 6 main dishes. The items the offerer must be able to prepare:

**MENU:**

**Option # 1:**

Coconut Shrimp with Mango Mint Dipping Sauce

Crispy Chorizo Quesadillas with Guacamole

Fried Mac and Cheese Bites with Spicy Queso and Marinara Sauce(V)

Souvlani Beef Shish Kebabs

Saffron Chicken Skewers with Sweet Tomato Jam

Rolled Zucchini Ribbons with Mint and Goat Cheese (V)

**Option # 2**

Six signature canapé dishes at Contractor’s discretion, provided that Contractor proposes dishes that can be prepared easily and cost effectively.  Contractor shall propose vegetarian and non-vegetarian dishes keeping in mind the theme of the event.