



*Embassy of the United States of America  
Bogotá, D.C., Colombia*

March 31, 2008

To: Prospective Quoters

Subject: Request for Quotations

The Embassy of the United States of America is requesting quotations for *Event planning services for the 2008 Independence Day Celebration.*

If you are interested in submitting a proposal on this project, read the Scope of Work and Specifications enclosed and follow the instructions in Section 3 of this solicitation.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an 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.

A site visit will be held on Thursday, April 3, 2008, at 11:00 a.m., local time, at Carrera 45 No. 24B-27. Offerors/ quoters should contact Perla Rubio, Phone: 57-1-383-2355, Fax: 57-1-383-2152, E-Mail: [RubioP@state.gov](mailto:RubioP@state.gov) for additional information or to arrange entry to the building. Please confirm your attendance by providing names and cedula numbers of the attendees. Only 2 persons per company.

Any question on this solicitation must be submitted in writing either via fax at 383-2152 or e-mail at [RubioP@state.gov](mailto:RubioP@state.gov) not later than Monday, April 7 at 5:00pm.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to:  
American Embassy – Bogotá, Attention: Amy C. Furgason, General Services Office – GSO, Carrera 45 No. 24B-27, **not later than April 11, 2008, on or before 4:00 p.m.**, local time. **No quotation will be accepted after this time.**

Sincerely,

A handwritten signature in cursive script that reads "Amy Furgason".

Amy Furgason  
Contracting Officer

Enclosure

**REQUEST FOR QUOTATION  
INDEPENDENCE DAY CELEBRATION  
UNITED STATES EMBASSY**

**I. SCOPE OF SERVICES**

The Contractor shall provide all services for the US Embassy, Bogota, in accordance with the Description and Work Requirements Statement contained in this section.

**Work Requirements: Event Planning Services**

The US Embassy requires event planning services for its 2008 Independence Day Celebration. Interested parties are invited to submit a proposal including pricing consistent with the Compensation package described below.

**A. REQUIRED SERVICES**

Under the guidance of embassy management, the Event Planner will coordinate all activities necessary to plan, organize, and manage the official 2008 Independence Day celebration. Working hours will be those necessary to carry out the Work Requirements and are expected to commence well in advance of the event and continue through event completion and clean-up following the event. A general description of the duties follows:

1. Propose a Theme for the Annual American Embassy Independence Day Celebration
2. Organize a plan to implement two separate events on the same day (July 4, 2008). This should include a plan to integrate the first event with the second.
3. The plan should contain ideas including, but not limited to, the following:
  - Develop a budget
  - Decorations
  - Possible locations within the Embassy compound to host each event
  - Food and beverage service
  - Entertainment
  - Fireworks
  - Family Activities
  - Clean-up
  - Parking
  - Logistical and technical details for speeches
4. Event Arrangements
  - Identify and hire suppliers (in coordination with our General Services Office) for lighting, decorations, music, fireworks, activities, clean up, parking, etc.

- Develop a plan to coordinate in-kind donations, including food, with hired caterers
  - Arrange media presence with our Public Affairs Section
  - Coordinate all arrangements with the Regional Security Office (RSO)
  - Coordinate invitations with the Embassy Protocol Office
  - Organize Color Guard arrangements with Marine Security Guards and RSO
  - Create a tracking calendar and maintain an events binder with all relevant information
  - Create a space plan for the vendor booths
  - Ensure all vendor and staff documentation is submitted for security checks
  - Other duties as necessary
5. Set up of up to 4 days in Advance
- Coordinate with vendors; must be available on site to manage the set up process
  - Arrange guest reception requirements with the RSO
  - Organize Embassy volunteer duties and responsibilities
  - Decorate the Embassy grounds
  - Other duties as necessary
6. Day of and During the Event
- Ensure dissemination of the guest list to appropriate persons
  - Must be on site throughout the event to respond to assistance calls and facilitate closing down
  - Other duties as necessary
7. Event Follow- up
- Clean up (next morning); be on site to check and ensure clean up is completed before the end of the day
  - Pull together the final event binder to include all cost information
  - Remove the decorations from the embassy grounds
  - Other duties as necessary

## **B. EVENT DETAILS**

### First Event (Formal Event)

- Estimate 500 or more will attend (expect to invite approximately 1,000)
- To be held around noon time and should last about 2 hours
- Formal event to include government officials and will include speeches, a toast, and presentation of the colors (flags) by the US Marine Corps
- Solicit Caterers
- Develop a Budget
- Organize and Manage the entire process up to and including the event

### Second Event (Family Event)

- Estimate 1500 to 2000 will attend (some of these will come from first event)
- Will begin in the afternoon (2:00 pm or later)
- Casual event to include families and children of the Embassy
- Fireworks
- Live music
- If possible, a famous dual-citizen to sing the American National Anthem
- Children's events & activities
- Solicit Caterers
- Develop a Budget
- Organize and Manage the entire process up to and including the event

### **C. PERFORMANCE PERIOD**

The contract will be from the date of contract award until July 5, 2008.

**SECTION 2**

**A. PRICING**

<b>Event Coordination</b>	<b>\$ _____</b>
<b>Food &amp; Beverages</b>	<b>\$ _____ per person</b>
<b>Live Music</b>	<b>\$ _____</b>
<b>Children's Events &amp; Activities</b>	<b>\$ _____</b>
<b>Fireworks</b>	<b>\$ _____</b>
<b>Decorations</b>	<b>\$ _____</b>
<b>Clean-up</b>	<b>\$ _____</b>
<b>Other, as proposed</b>	<b>\$ _____</b>
<b>TOTAL EVENT ESTIMATE</b>	<b>\$ _____</b>

## **SECTION 3**

### **A. INSTRUCTIONS TO OFFEROR:**

The Offerors shall submit the following documents:

1. Proposal to include the items addressed in Section 1. SCOPE OF SERVICES.
2. Prices as outlined in Section 2.A. PRICING.
3. Name of a Project Manager or Event Coordinator who understands written and spoken English
4. Evidence that the offeror operates an established business with a permanent address and telephone listing. Certificado de Camara de Comercio
5. List of clients, demonstrating experience with relevant past performance information and references (including points of contact, telephone numbers and fax numbers).
6. Evidence that the offeror can provide the necessary personnel, equipment, and financial resources needed to perform the work.

### **B. MINIMUM QUALIFICATIONS:**

- Two or more years experience in planning/organizing/managing events with over 1,000 participants
- Must have excellent interpersonal and organizational skills

## SECTION 4

### CONTRACT CLAUSES

#### CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The Contracting Officer may designate in writing one or more Government employees, by name and position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

#### FAR 16.405-2 COST PLUS AWARD FEE CONTRACTS

(a) *Description.* A cost-plus-award-fee contract is a cost-reimbursement contract that provides for a fee consisting of (1) a base amount fixed at inception of the contract and (2) an award amount that the contractor may earn in whole or in part during performance and that is sufficient to provide motivation for excellence in such areas as quality, timeliness, technical ingenuity, and cost-effective management. The amount of the award fee to be paid is determined by the Government's judgmental evaluation of the contractor's performance in terms of the criteria stated in the contract. This determination and the methodology for determining the award fee are unilateral decisions made solely at the discretion of the Government.

(b) *Application.*

(1) The cost-plus-award-fee contract is suitable for use when—

(i) The work to be performed is such that it is neither feasible nor effective to devise predetermined objective incentive targets applicable to cost, technical performance, or schedule;

(ii) The likelihood of meeting acquisition objectives will be enhanced by using a contract that effectively motivates the contractor toward exceptional performance and provides the Government with the flexibility to evaluate both actual performance and the conditions under which it was achieved; and

(iii) Any additional administrative effort and cost required to monitor and evaluate performance are justified by the expected benefits.

#### CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES (Current thru FAC 2005-23)

##### COMMERCIAL ITEMS

#### FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	SEPT 2007
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (FEB 2007) of 52.212-4 applies if the order is time-and-materials or labor-hour)	FEB 2007
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

**52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (DEC 2007)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553);
- (2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

Clause Number and Title
(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402). <i>[Check if order exceeds \$100,000]</i>
(2) – (16) [Reserved].
(17) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (AUG 2007) (E.O. 13126). <i>[Check if order is for supplies and exceeds the micro-purchase threshold]</i>
(18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
(19) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
(20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if the following apply: for supplies, the order exceeds \$100,000 and is awarded to a U.S. firm. For services, the order exceeds \$100,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>

	(21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if you have included the clause 52.222-35]</i>
	(23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201) <i>[Check if the order is for services and the amount exceeds \$100,000]</i>
√	(24)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) <i>[Check for all orders]</i>
	(24)(i) Alternate I of 52.222-50 <i>[Check if the contracting officer has been notified of specific U.S. directives or notices regarding combating trafficking in persons that apply to contractor employees]</i>
	(25) – (29) [Reserved].
	(30) 52.225-5, Trade Agreements (NOV 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note). <i>[Check if the order is for supplies or services that involve the acquisition of supplies and the amount exceeds \$193,000]</i>
X	(31) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury). <i>[Check if the order is for either supplies or services and the amount exceeds the micro-purchase threshold, unless authorized by OFAC]</i>
	(32) – (35) [Reserved].
	(36) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332). <i>[Check if payment will be made by EFT and the contractor has registered in the CCR]</i>
	(37) 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332). <i>[Check if payment will be made by either EFT or other means, e.g., check, and the contractor has not registered in the CCR]</i>
	(38) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332). <i>[Check if payment will be made by a third party, e.g., purchase card]</i>
	(39) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a). <i>[Check if the order is for information technology which requires security of information technology, and/or is for the design, development, or operation of a system of records using commercial information technology services or support services]</i>
	(40)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). <i>[Check if the order is for supplies that may involve ocean transportation: at least 50% of the gross tonnage must be transported on privately owned U.S.-flag commercial vessels to the extent that such vessels are available at rates that are fair and reasonable for U.S.-flag commercial vessels]</i>
	(ii) Alternate I (APR 2003) of 52.247-64. <i>[Check if 100% of the supplies will be transported on privately owned U.S.-flag commercial vessels]</i>

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial Items:

Clause Number and Title	
	(1) – (6) [Reserved].
	(5) 52.237-11, Accepting and Dispensing of \$1 Coin (AUG 2007) (31 U.S.C. 5112(p)(1)). <i>[Check if order is for services that involve business operations conducted in U.S. coin and</i>

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) *[This paragraph applies only if award is made to a U.S. firm, except for item (vii) which applies to all orders.]* Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause –

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) [Reserved].

(vii) Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(viii) – (ix) [Reserved].

(x) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(End of clause)

**DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds \$100,000)	AUG 1999
652.228-71	Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas when the contract includes covered contractor employees as defined in paragraph (a) of the clause) Fill-in for paragraph (c): “(c) The current rate under the Department of State contract is [contracting officer insert rate] of compensation for services.”	JUNE 2006
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer’s Representative (if a COR will be named for the order) Fill-in for paragraph b: “The COR is _____.”	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

**Department of State Personal Identification Card Issuance Procedures**

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor’s employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm> .

(End of clause)