

## **REQUEST FOR QUOTE - WEBSITE PLACEMENT FOR MARINE BIRTHDAY BALL**

**Due: September 28, 2023**

The U.S. Embassy Abuja will be hosting 450 guests on October 28, 2023, for their Marine Birthday Ball from 5pm to 12midnight.

Consequently, we need a highly capable professional vendor to cater for these guests as well as providing the venue for the event.

If interested, kindly provide the cost of the following:

1. Assorted soft drinks and bottled water.
2. Banquet Wine, Banquet Beverages (nonalcoholic)
3. Special menu to include assortment of the following or equivalent.
  - a. Salad starter - marinated tomatoes and goat cheese tian with herb dressing and mesclun lettuce
  - b. Chicken - 260 PAX
  - c. Beef - 190 PAX
  - d. vegetarian dish -50 PAX
4. Provision of changing rooms (2) for the Marines, Marine ball cake, venue decoration, tables and chairs with covers, public address system, mega projector and screen and ceremonial cake.

A cash bar shall be provided which charges should be based on consumption.

Your immediate response will be appreciated.

The evaluation criteria for this requirement will include price, technical acceptability, and past performance.

**FOR A VALID QUOTE, please note the following:**

1. Include complete specifications, samples/pictures (where applicable), return policy and total shipment weight along with your quotes.
2. Vendor must state BOLDLY if offering alternatives.
3. All responses and quotes on this RFQ MUST be a direct reply to this email, and have the same **subject line**, copying [Abujaprourement@state.gov](mailto:Abujaprourement@state.gov)
4. Vendors must state delivery terms (How long it will take to deliver).
5. Deadline for offer submission is 09/28/2023.

Payment term is Net 30. Unsuccessful offerors may not be contacted.

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- [Website Placement marine Birthday Ball 76KB \(pdf\)](#)