



Embassy of the United States of America

General Services Office
33 Nine Elms Lane
London
SW11 7US

1st February 2021

Subject: Event services

Please note is not a request for quotation (RFQ); this is for pre-solicitation / informational purposes only. No awards will be made based on responses received to this notice.

If a requirement for goods or services you have indicated you can provide occurs in 2021, you will be sent the RFQ package and invited to participate in the solicitation.

Prior to the ongoing coronavirus pandemic the U.S. Embassy London held a number of indoor and outdoor receptions and gatherings which required a variety of services from contractors including but not limited to catering, sound and lighting, provision of marquees, and provision of theming and décor.

It is anticipated that once the United Kingdom moves out of the current situation in the summer of 2021, and business is able to resume more fully there will continue to be a requirement, on occasion, for suitably qualified contractors providing a variety of services to assist with such future events. Events once they resume, will strictly adhere to both current US and UK guidance to ensure a safe and healthy environment for both attendees and contractors. Contractors will be asked to supply documentation demonstrating that they are fully compliant with US and UK guidance.

These events are frequently, but not always held in the London area, events may also be held in other locations in the United Kingdom, so at this time suitably qualified contractors across the United Kingdom, offering the following services are invited to respond to this advert, stating which services they would be interested in providing should the U.S. Embassy have a future requirement:

- Provision of catering and related services, including but not limited to provision of catering and waiting staff, hire of crockery and linens
- Provision of marquees
- Provision of staging
- Provision of sound
- Provision of lighting
- Provision of low altitude firework displays
- Provision of theming and décor
- Provision of event management
- Provision of furniture for temporary hire
- Provision of electrical service/generators
- Provision of portable toilet and washroom facilities
- Provision of mobile refrigeration and freezer units
- Provision of golf carts for temporary hire

- Provision of security barriers
- Provision of waste/recycling removal
- Provision of temporary surfaces for access and ground protection

If there is a requirement for any of the above services in 2021, respondents to this advert will be contacted with the Government's RFQ and details of when and where a site visit will be held, should one be applicable for the requirement.

All awards to contractors are made to the lowest priced technically acceptable offeror who is a responsible contractor. The Government may award a Purchase Order / Contract based on an initial offer without discussion. Any awards made are firm fixed price type agreements, and payments for services will be made after the event based on quantities and unit prices only to the extent specifically provided in the contract. Contractors should submit invoices for payment after full completion of the services. Payment is made by electronic funds transfer to contractor's bank account.

It is mandatory for all contractors receiving an award valued at \$30,000 USD or greater be registered in the System for Award Management (SAM) Database www.sam.gov prior to contract award pursuant to FAR provision 52.204-7. The website compiles standard information such as company legal name, street address, contact information, and the kinds of goods and services offered. To register in SAM, a DUNS number and a NCAGE code are required. There is no cost involved, neither in obtaining the DUNS number, NCAGE code, nor to register in SAM. Therefore prospective offerors are encouraged to register prior to the submittal of quotations/proposals to avoid any delay in making a future award.

Contractors interested in being included in a future RFQ for any of the above services during 2021 should contact the London Procurement Team at the following email address: LondonProc@state.gov Please use the subject line "*Provision of event services*" and include the following information clearly within the body of the email:

- Company Name and full business address
- The service/services which can be provided
- The area/areas of the country where the service/services can be provided
- Contact name, email and telephone number of the person or persons who should be sent any RFQ documentation

Only companies/Individuals specializing in these fields should apply.

Posted 1st February, 2021 for 30 days.