Questions and Answers

1. Could you please confirm whether vendors must be registered and active in SAM.gov to submit a proposal.

    - SAM registration is not required for this solicitation. This is consistent with the RFP, which does not specify SAM registration as a prerequisite for submission

2. Please confirm that the vendor is not responsible for providing cocktails, as they are being donated.

    - The vendor is responsible for providing beer and other non-alcoholic beverages. The contractor must manage the entire beverage service, including donated items, as outlined in the Performance Work Statement.

3. Can you please provide the dimensions of the tables? so we can ensure the correct tablecloth sizes are procured.

    - Table sizing is at the contractor's discretion. The RFP states the government will provide cocktail tables and covers, but leaves other service ware and linens to the contractor.

4. Please confirm if the vendor has access to the kitchen at the Sheraton for preparation and/or staging?

    - The full kitchen at the Sheraton is available for preparation and staging starting at 9 AM on July 1st, 2026.
    - Reminder that the RFP requires the contractor to provide all necessary preparation materials and does not guarantee kitchen use.

5. Please confirm the allotted setup time vendors will have on-site at the Sheraton.
    - Set-up can range from 9 AM on July 1st to event start on July 2nd.

6. What is the scheduled start time and end time for the 2026 Independence Day Celebration on July 2, 2026?

    - Start time 6 PM. End time 10 PM

7. What time will contractor personnel be permitted access to the venue for pre-event setup on July 2, 2026?

    - Access is permitted from 9 AM on July 1st, 2026

8. Is there a required completion time for post-event breakdown and venue restoration on July 2, 2026?

    - Breakdown and venue restoration must occur immediately after the event concludes.

9. Is the attendance of approximately 500 persons a firm quantity for pricing purposes, or may it change prior to or on the event date? If it may change, what is the maximum and minimum attendance the contractor should price for?

    - 500 is a firm quantity for pricing purposes. This aligns with the RFP's instructions to price for a fixed quantity.

10. Can the Government provide an estimated quantity of bottles (wine, liquor, champagne, beer) that will be donated by the Embassy for service at the event?

    - Please use the spreadsheet below for estimates. The Embassy will provide all wines and hard liquor; the corkage fees will be paid directly to the Sheraton by the Embassy for all Embassy provided alcohol.

11. The Pre-Solicitation Notice states Set Aside: N/A, while the Request for Proposals cover page (SF-1449) indicates a 100% Small Business set-aside. Can the Government confirm which designation governs this acquisition?

    - The solicitation is not set aside. This clarifies any conflicting information between the pre-solicitation notice and SF-1449.

12. The Pre-Solicitation Notice states that offer emails must not exceed 25 KB and that multiple emails may be required. Can the Government confirm the preferred procedure for multi-email submissions — specifically, the required subject line format, email numbering convention, and whether all emails must arrive before the 2:00 PM deadline to be considered?

    - See cover page for subject line format, all proposal must be received before the deadline.

13. The solicitation is issued under NAICS 722320 (Caterers). ORite Services LLC intends to perform contract management, quality oversight, and coordination as prime contractor, with qualified Guyanese catering and staffing subcontractors performing on-the-ground food preparation and service. Is this prime-subcontractor arrangement acceptable under the terms of this solicitation?

    - Yes, such arrangements are acceptable under the solicitation.

14. The solicitation references a pre-proposal conference scheduled for April 15, 2026. Is a summary of questions and answers from that conference available to offerors who were unable to attend in person?

    - Yes, a summary will be provided.

Drinks list For J4 26 Event

Beer				
	Banks		Bottles	120
	Shandy		Bottles	80

Soda/Juice				
	Orange Juice		Cans	30
	Cranberry Juice		Bottles	2
	Diamond Mineral Water		Bottles	60
	Diamond Sparkling Water		Bottles	50
	Tonic Water		Cans	10
	Coconut Water		Gallons	5
	Diet Coke		Cans	20
	Coke Zero		Cans	100
	7 Up		Cans	40
	Ginger Ale		Cans	30
	Sprite		Cans	20
	Pepsi		Cans	
	Total			