



The Power
of International
Education

Request for Quotation (RFQ)

To: : To potential Vendors:
From: : Institute of International Education (IIE)

Subject: : Humphrey Fellowship Program Diplomatic Reception
RFQ Reference Number :
RFQ Issue Date : July 05, 2024
RFQ Closing Date : July 30, 2024
RFQ Closing Time : 17:00 ET.

Dear Sir/Madam:

The Institute of International Education (IIE) is requesting quotation for services referenced below. All quotations are due by the dates and times stated above. Any quotation received after the required time and date specified for receipt shall be considered late and non-responsive. Late quotations will not be evaluated.

Questions: Any questions are to be submitted **in writing** via email to the email address listed below no later than midnight ET on **July 16, 2024**. No questions will be entertained if they are received by means other than the specified email address. No oral answers will be provided. Answers to questions IIE deems relevant to this RFQ will be published on **July 23, 2024** by 5 pm ET on IIE's website under Subawards and Procurement (<https://www.iie.org/get-involved/procurement-subaward-and-consultant-opportunities/solicitations-for-goods-and-services/>).

Erin Amato
Events Project Manager
Institute of International Education, Inc.
1350 I (Eye) St. NW, Suite 600
Washington, DC 20005
Email: eamato@iie.org

Quotation Submission: Quotations, including any attachments (limited to 6MB), should be sent electronically in PDF format to: eamato@iie.org. Be sure to include in the subject line: Humphrey Fellowship Program Diplomatic Reception. IIE will not accept quotations received by fax.

Background and Purpose: Institute of International Education

The Institute of International Education ("IIE" or the "Institute") is a New York not-for-profit corporation that is among the world's largest and most experienced international education and training organizations. Founded in 1919, IIE promotes educational exchange around the world through a wealth of programs and services including Fellowship and Scholarship Management, Higher Education Institutional Development, Emergency Student and Scholar Assistance, and Leadership Development.

Purpose of Request for Quotation

The purpose of this Request for Quotation (“RFQ”) is to invite qualified individuals and organizations to submit a quotation for services referenced below.

Quotations are expected to be comprehensive and include the information set forth below. Vendors are also invited to send any additional information or supplemental material they believe will aid IIE in properly evaluating their service offerings. Please be sure to respond to each of the elements requested and frame your answers in direct response to the information being sought.

All quotes must include the following information:

A. SPECIFICATIONS/REQUIREMENTS

Catering services are required for the Humphrey Fellowship Program Diplomatic Reception. The event details are as follows:

- Event Date: Wednesday, October 23, 2024
- Event Time: 7:00 pm – 9:00 pm EST
- Location: US Department of State, Benjamin Franklin Room
- Expected Attendance: 300 guests

A. DETAILED REQUIREMENTS

Food and Beverage

- Selection of hors d’oeuvres, both passed and buffet tables
- Dessert table and coffee service
- Beverage stations for wine, beer, and soda

Catering company should provide IIE staff with a variety of menu options for food and IIE staff will choose a selection from the menu.

Equipment

- All food service equipment (tables, platters, glassware, napkins, displays, etc)
- Kitchen equipment
- Linens
- High top tables
- 10-15 chairs around perimeter of room, otherwise will be standing reception

Service Personnel

- All necessary service personnel for food & beverages (including bartenders)
- Delivery, setup, take-down, etc

Catering company will work directly with event staff at the US Department of State to coordinate access to event space, delivery, setup, and use of kitchen facilities.

- Willingness to enter into a written agreement/purchase order with IIE.

B. EVALUATION OF QUOTATION

The Institute of International Education (IIE) may issue an award(s) resulting from this RFQ to the responsive Offerors whose quotation is most responsive to IIE's needs. Therefore, the Vendor's quotation should contain the best value from a price and technical standpoint. If determined to be necessary, IIE reserves the right to conduct discussions with the vendors. IIE will select the vendor whose quotation represents the best overall value to IIE in terms of the selection criteria specified below. Offerors who do not follow the instructions in this RFQ may be disqualified from consideration.

- Assessment of the Vendor's qualifications and capacity to complete the work.
- Demonstrated past experience implementing a similar service.
- Assessment of the overall cost of the quotation.

C. TERMS AND CONDITIONS

The successful Offeror will be obligated to enter into an agreement containing the same or similar terms and conditions found at <https://www.iie.org/get-involved/procurement-subaward-and-consultant-opportunities/solicitations-for-goods-and-services/>. The terms and conditions may be changed, added to, deleted or modified by IIE prior to awarding the agreement. Other terms and conditions may be negotiated between IIE and the successful Offeror, at IIE's discretion.

Sincerely,

Erin Amato

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