1. Are there any dietary restrictions regarding the food to be provided?
   a. Savory offerings must include at least two vegetarian options.

2. Will the Event Security be provided by the Embassy or should proposal include quotes for security?
   a. The embassy will contract for security separately. The proposals should not include security quotes. However, the Contractor will be required to coordinate with the venue, any security contractors, and the embassy’s security staff regarding event logistics.

3. What types of music/bands/singers should be included?
   a. Music should touch on various historical periods of both American and Latin music. Big Band, Swing, Disco, Rock, Pop, Merengue, Salsa, and Bachata can all be included.

4. For the VIPs will there be a seating chart or specific seating arrangement?
   a. A separate area should be marked off for VIPs. This could include additional seating or access to a reserved bar.

5. How long before the event date will the venue allow the set-up to be completed? How long after the event ends will be allowed for tear down?
   a. Setup will be from June 28 through July 1, from 8am to 10pm. Tear down will be July 3-6, from 8am to 10pm.

6. Will Event Closure require Fireworks?
   a. The event may or may not include a fireworks display, but the U.S. government will contract for any needed pyrotechnics separately.

7. Will in-kind donors provide their own personnel/logistics for food delivery and distribution inside the event or does the offer need to include staff to handle food for in-kind donation vendors? For Example: If there is a pizza vendor, we will be in charge of setting up their stand but the pizza vendor handles their own food and the distribution to the guests. Or do we have to cover that also?
   a. In-kind donors typically provide their own staff to work at a stand, if in fact a stand is needed. The contractor will be responsible for managing the logistics surrounding use of any donations.

8. For the donation/sponsor food/beverage stands will they provide/be responsible for their own equipment and utilities such as stoves, heaters, fridges, electricity, gas, etc., as needed. Or will this also be part of the proposal, if so, we would like an estimated of how many vendors are expected according to previous years.
a. If in-kind donors present products at the event, they are responsible for providing all of the needed equipment beyond a basic stand at the event, which is the responsibility of the contractor.

9. Is the insurance to be for a specified amount/coverage type and level or, just provide 3rd party liability insurance at the minimums required by law and insurance for the set up for the event?
   a. Offerors must determine the correct amount and type of insurance to purchase and include those components in their offer.

10. What documents exactly do we need to provide in order to receive payments for items completed? Do you need the subcontractor invoice for that item or just the contractor invoice for the Contract Line Item completed?
    a. In order to pay for service, the embassy must receive a correct invoice from the Contractor and appropriate supporting documents (such as a subcontractor invoice).

11. When will the tax exemption letter/certificate be provided in order to invoice without Taxes/ITBIS?
    a. The tax exoneration confirmation document from DGII can take six to eight weeks to process.

12. Regarding the ITBIS, for each subcontracted service do we pay out of pocket for the service including the ITBIS and then bill the Embassy without ITBIS. If so, what happens with that ITBIS that we already paid? Do we have each subcontractor bill the Embassy directly so they can bill without ITBIS?
    a. There is no mechanism to remove ITBIS from subcontractor billing. Offerors should consider any ITBIS payments to subcontractors as part of their operational costs.