

To whom it may concern,

We need to equip our **transatlantic cultural center 1014** with dishes, glassware, and cutlery for hospitality purposes. 1014 was founded as a not-for profit organization upon initiative of the **German government** and enjoys the use of a **beaux-arts townhouse** owned by the Federal Republic on **1014 Fifth Avenue, New York**.

The building will undergo **renovations based on plans by David Chipperfield Architects**. Once refurbished, it will be home to 1014 members, fellows, staff, and guests. 1014 offers programs that are free to the public thanks to private donations, grants, as well as corporate sponsorships.

1014 Fifth Avenue will be a **prestigious place for transatlantic dialogue and exchange** in the heart of New York City. For a description of the townhouse and the renovation plans, please see the renderings below (page 2) and visit our website [1014pastandfuture.org](http://1014pastandfuture.org).

We **request a proposal for dishes, glassware, and cutlery** based on the need listed in the table below that includes a 10-year minimum guarantee on subsequent purchases. Any portion of the cost donated as an **in-kind gift** would be greatly appreciated as well. **Please submit your proposal by December 1, 2023.**

Total:

	<u>Fellows</u>	<u>Staff</u>	<u>Members</u>	<u>Receptions</u>	<u>Total</u>
<u>Dinner plates</u>	<u>20</u>	<u>30</u>		<u>80</u>	<u>130</u>
<u>Soup plates</u>	<u>20</u>	<u>30</u>		<u>80</u>	<u>130</u>
<u>Breakfast plates</u>	<u>20</u>	<u>30</u>		<u>80</u>	<u>130</u>
<u>Butter/dessert plates</u>			<u>100</u>	<u>80</u>	<u>180</u>
<u>Coffee/tea mugs</u>	<u>20</u>	<u>30</u>	<u>100</u>		<u>150</u>
<u>Coffee/tea cups and saucers</u>				<u>80</u>	<u>80</u>
<u>Espresso cups and saucers</u>				<u>50</u>	<u>50</u>
<u>Bowls</u>	<u>20</u>	<u>30</u>		<u>80</u>	<u>130</u>
<u>Egg holders</u>	<u>10</u>				<u>10</u>
<u>Sugar Bowl and Creamer</u>	<u>1+1</u>				
<u>Butter dish</u>	<u>1</u>				<u>1</u>
<u>Serving plates</u>	<u>2</u>	<u>2</u>		<u>5</u>	<u>9</u>
<u>Serving bowls</u>	<u>2</u>	<u>2</u>		<u>5</u>	<u>9</u>
<u>Tray Platter</u>				<u>10</u>	<u>10</u>
<u>Water glasses</u>	<u>30</u>	<u>30</u>	<u>100</u>	<u>150</u>	<u>310</u>
<u>Wine glasses</u>	<u>20</u>	<u>30</u>		<u>200</u>	<u>250</u>
<u>Champagne glasses</u>		<u>30</u>		<u>150</u>	<u>180</u>
<u>Whiskey glasses</u>	<u>10</u>	<u>10</u>			
<u>Beer glasses (Pilsner)</u>		<u>10</u>		<u>150</u>	<u>160</u>
<u>Cutlery</u>	<u>20<sup>1</sup></u>	<u>30<sup>2</sup></u>	<u>100<sup>3</sup></u>	<u>80<sup>4</sup></u>	

<sup>1</sup> Simple Cutlery Set (fork, knife, 2 spoons, serving utensils)

<sup>2</sup> Simple Cutlery Set (Fork, knife, 2 Spoons, serving utensils)

<sup>3</sup> Cutlery (only tea/coffee spoons)

<sup>4</sup> Elaborate Cutlery (two forks, two knives, a large and a small spoon, butter knives, serving utensils)

Renderings:

