



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF THE CONGO

**United States Agency for
International Development
(USAID)
United States Embassy
Democratic Republic of the Congo**

May 19, 2016

REQUEST FOR QUOTATION: CARPE Annual Planning Workshop

Dear Vendor,

The U.S. Agency for International Development (USAID) invites you to submit your quotation for the products or services shown on the following page or pages.

If you would like to submit a quotation, please provide a pro-forma invoice (or complete the SF-1449 form, if one is attached).

Note that we will only accept quotations for products or services matching the specifications defined in the attachment.

To be considered for this bid, your pro-forma invoice must be received by 1700 hours on May 29, 2016.

Send your bid to bkabeya@usaid.gov, with copies to msampson@usaid.gov

In the subject line of your e-mail, include:

- The Title as stated above.
- The product or service on which you're bidding.

An award, if one is made, will only be made to a vendor which is registered in the System for Award Management (SAM). If you are registered in SAM, please provide proof upon bidding. All vendors receiving awards over \$25,000 must be registered in SAM. We encourage all vendors which may bid either on this solicitation or in the future to start now and complete the SAM registration process. Please see our Embassy Contract Opportunities web page for additional details on SAM registration and on this award.

Please see the following page for a description of the product or service in which we are interested.

Sincerely,

The Contracting Officer

Physical Address:
U.S. Agency for International Development
Mobil Building
N° 198 Avenue Isiro
Gare Centrale / Gombe / Kinshasa
Democratic Republic of Congo

U.S. Postal Address:
USAID/DRC
Unit 31550
APO AE 09828-1550

Tel: (+243) 81 555 4430
Fax (+243) 81 555 3528
<http://www.usaid.gov/cg>



**U.S. Agency For International Development (USAID)
Kinshasa, Gombe
Democratic Republic of the Congo**

USAID wishes to purchase Conference/Workshop Hosting Services.

If a purchase is made, an award will be made to the vendor which provides the lowest priced technically acceptable product or service.

Requirements:

Dates	Number/Type of Rooms	Number of Participants	Food/Refreshments
June 7	Large meeting room seating 60 people	60	1 morning coffee break (10:30) 1 afternoon coffee break (15:00) Lunch Buffet (12:00)
June 8	Large meeting room seating 60 people 2 break-out rooms, each seating 20 people	60	1 morning coffee break (10:00) 1 afternoon coffee break (15:00) Lunch Buffet (12:00)
June 9	Large meeting room seating 60 people 2 break-out rooms, each seating 20 people	60	1 morning coffee break (10:00) 1 afternoon coffee break (15:00) Lunch Buffet (12:15)
June 10	Large meeting room seating 45 people	45	1 morning coffee break (10:40) 1 Lunch buffet (13:00)

Additional requirements:

- Hotel rooms for 4 participants from June 6 – 8, 2016
- Dinner for 4 participants from June 6 – 8, 2016
- Coffee breaks should include juice, snacks, fruit, sandwiches, etc.
- Vendor to provide the use of audio/visual equipment, including projector, microphones, and speakers, and on-site technical support
- Vendor to provide two bottles of water per participant each day (for a total of 120 bottles of water/day).
- Vendor to provide the use of approximately seven white boards and seven sets of white board markers, or equivalent.
- Vendor to provide meeting supplies, including pens, notebooks, and similar stationary supplies.
- Vendor to provide reliable and strong Wi-Fi internet access.

Physical Address:
U.S. Agency for International Development
Mobil Building
N° 198 Avenue Isiro
Gare Centrale / Gombe / Kinshasa
Democratic Republic of Congo

U.S. Postal Address:
USAID/DRC
Unit 31550
APO AE 09828-1550

Tel: (+243) 81 555 4430
Fax (+243) 81 555 3528
<http://www.usaid.gov/cg>