



EMBAJADA DE LOS ESTADOS UNIDOS DE AMERICA SAN SALVADOR

PR4862270 - SES60016Q0015 – Conf Room+Lodging Community Policing Basic Course

1. Conference Room for the Basic Community Policing Course that will be held November 30 to December 4 is required. Room is needed Monday thru Friday from 8:00AM to 5:00PM. It is preferred that the hotel blocks the same room for the length of the event. Service is requested for 48 participants and should include AM/PM coffee breaks and lunch. Room should be big enough to comfortably sit 42 participants in a U set up, a translation booth, a table for instructors and a table for materials.

For the last day flags of El Salvador and USA are required for the graduation ceremony.

2. Equipment needed is:

- 1 lapel microphone (solapa)
- 2 wireless microphones
- 2 large screens (at least 1.8 m x 1.8 m)
- 1 podium
- 3 internet accesses
- 4 flip charts with markers
- 4 electricity extensions
- 1 computer cable for video/sound reproduction

It is important that the technicians are always available in case of equipment failure or battery replacement.

3. Lodging for 42 Salvadoran participants for the Basic Community Policing Course are needed. 21 rooms in double accommodation are needed for a total of 4 nights. Fare must include breakfast and dinner. Guest names will be provided accordingly.

Check in date is Monday Nov 30 and check out date Friday Dec 4.

We will receive your quote without IVA, no later than Monday, November 16, 2015 via e-mail at FuentesPM@state.gov



Scott Bowers

Contracting Officer