



## **EMBAJADA DE LOS ESTADOS UNIDOS DE AMERICA SAN SALVADOR**

### **PR5100081 - SES60016Q0054 – INL Conference Room for ILP Course March 2016**

The American Embassy in San Salvador invites you to submit a quotation to provide services according to the following SOW:

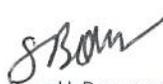
1. Conference room for the Intelligence Led Policing Course that will be held in San Salvador March 14-18, 2016 is required. Room will be needed Monday thru Friday from 8:00Am to 6:00PM. It is preferred that the hotel blocks the same room for the length of the event. Service is required for 45 participants and should include AM/PM coffee breaks and lunch (except Friday when PM coffee break is not needed). Room should be big enough to comfortably sit 42 participants in a 7 round tables (media luna with 6 persons per table), a translation booth, a table for instructors and a table for materials. On the last day of the event flags of El Salvador, USA and some central American countries will be needed for the closing ceremony
2. Lodging for 42 Salvadoran participants of the Intelligence Led Policing Course is required. 21 rooms in double accommodation are required for a total of 4 nights.  
Rate must include breakfast and dinner.  
Check in date is Monday March 14th and check out is Friday March 18<sup>th</sup>, 2016.  
Guest names will be provided accordingly.
3. Equipment:
  - 1 lapel microphone
  - 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 sound/microphone technician is always available in case of equipment failure or battery replacements \*\*

Payment: Net-30 days after receiving order at delivery address

Payment address:

American Embassy, FMO / Annex Building, Urb. Y Blvd. Santa Elena, Antiguo Cuscatlan, La Libertad

Submit your proposal via e-mail to Janina de Rengifo, [RengifoJM@state.gov](mailto:RengifoJM@state.gov) on or before 11:00 on Monday, February 29, 2016. No proposal will be accepted after this time.

  
Scott Bowers  
Contracting Officer