

**United States of America Embassy in Guatemala
International Narcotics and Law Enforcement Agency (INL)**

STATEMENT OF WORK

1. **Project Name:** Hotel services to host training sessions
2. **Project Description:**
US Embassy Guatemala/INL requires the purchase of hotel services to develop Training Sessions.
3. **Project Deliverables:**
The detail of days, hours, number of participants and required services are as follows:

| DATES | DESCRIPTION OF SERVICES REQUIRED | QUOTED PRICE |
|---------|--|--------------|
| July 11 | From 8:00 am to 11:00 am (3 hours), one room for 180 Persons, coffee break for 180 persons served at 10:00 am, Screen, podium and sound (microphones and speakers) Auditorium type setting with main table for 8 persons, 2 registry tables outside the room, no computer needed, no projector needed. | |
| July 11 | From 8:00 am to 11:00 am (3 hours), one room for 15 Persons, coffee break for 15 persons served at 7:30 am, "U" type setting, coffee break in the same room and permanent coffee station, no computer needed, no projector needed. | |
| July 11 | From 11:00 am to 17:00 pm, (6 hours), one room for 35 Persons, lunch for 35 persons served at 13:00 pm, coffee break for 35 Persons served at 15:00 pm, screen, podium and sound (microphones and speakers) "U" type setting. Table at the center to put the computer equipment and the projector. No computer needed, no projector needed. | |
| July 12 | From 8:00 am to 17:00 pm, (9 hours), one room for 35 persons, coffee break for 35 persons served at 9:30 am, lunch for 35 persons served at 13:00 pm, coffee break for 35 persons served at 15:00 pm, screen, podium and sound (microphones and speakers). "U" type setting. Table at the center to put the computer equipment and the projector, no computer needed, no projector needed. | |

| | | |
|-------------------------------|---|--|
| <p>July 13 and July 14</p> | <p>From 8:00 am to 17:00 pm. 2 days, 9 hours each day, one room for 30 persons, coffee break for 30 persons served at 9:30 am each day, lunch for 30 persons served at 13:00 each day, and coffee break for 30 persons served at 15:00 pm each day, screen, podium and sound (microphones and speakers) "U" type setting. Table at the center to place the computer equipment and the projector, no computer needed, no projector needed.</p> | |
| <p>July 15 and July 18</p> | <p>From 8:00 am to 17:00 pm. 2 days, 9 hours each day, one room for 35 persons, coffee break for 35 persons served at 9:30 am each day, lunch for 35 persons served at 13:00 each day and coffee break for 35 persons served at 15:00 pm each day, screen, podium and sound (microphones and speakers) "U" type setting. Table at the center to put the computer equipment and the projector. No computer needed, no projector needed.</p> | |
| <p>July 19</p> | <p>From 8:00 am to 17:00 pm. (9 hours), one room for 25 persons, coffee break for 25 persons served at 9:30 am, , lunch for 25 persons served at 13:00 pm and coffee break for 25 persons served at 15:00 pm, screen, podium and sound (microphones and speakers) "U" type setting. Table at the center to put the computer equipment and the projector, no computer needed, no projector needed.</p> | |
| <p>July 20 and July 21</p> | <p>From 8:00 am to 17:00 pm. 2 days, 9 hours each day, one room for 35 Persons, coffee break for 35 persons served at 9:30 am each day, lunch for 35 persons served at 13:00 each day and coffee break for 35 persons served at 15:00 pm each day, screen, podium and sound (microphones and speakers) "U" type setting. Table at the center to put the computer equipment and the projector. No computer needed, no projector needed.</p> | |
| <p>July 18, 19, 20 and 21</p> | <p>From 8:00 to 12:00 hrs. 4 days, 4 hours each day, one room for 28 persons, coffee break for 28 persons served at 9:30 am each day, screen, podium and sound (microphones and speakers). "U" type setting. Table at the center to put the computer equipment and the projector. No computer needed, no projector needed.</p> | |

| | | |
|---|---|--|
| July 22 and July 25, 26 and 27 | 8:00 to 12:00 hrs. 4 days, 4 hours each day, one room for 33 Persons, coffee break for 33 persons served at 9:30 am each day, screen, podium and sound (microphones and speakers). "U" type setting. Table at the center to put the computer equipment and the projector. No computer needed, no projector needed. | |
| July 28 and 29, and August 1 and 2 | From 8:00 to 12:00 hrs. 4 days, 4 hours each day, one room for 28 persons, coffee break for 28 persons served at 9:30 am each day, screen, podium and sound (microphones and speakers). "U" type setting. Table at the center to put the computer equipment and the projector. No computer needed, no projector needed. | |
| August 3, 4, 5 and 8 | From 8:00 to 12:00 hrs. 4 days, 4 hours each day, one room for 28 persons, coffee break for 28 persons served at 9:30 am each day, screen, podium and sound (microphones and speakers). "U" type setting. Table at the center to put the computer equipment and the projector. No computer needed, no projector needed. | |
| August 9, 10, 11 and 12 | From 8:00 to 12:00 hrs. 4 days, 4 hours each day, one room for 28 persons, coffee break for 28 persons served at 9:30 am each day, screen, podium and sound (microphones and speakers). "U" type setting. Table at the center to put the computer equipment and the projector. No computer needed, no projector needed. | |
| July 18, 19, 20, 21, 22, 25, 26, 27, 28, 29 and August 1, 2, 3, 4, 5. | From 8:00 to 1:00 pm. 15 days, 9 hours each day, one room for 35 persons, coffee break for 35 persons served at 9:30 am each day, lunch for 35 persons served at 13:00 each day and coffee break for 35 persons served at 15:00 pm each day, screen, podium and sound (microphones and speakers). "U" type setting. Table at the center to put the computer equipment and the projector. No computer needed, no projector needed. | |
| TOTAL FOR THIS QUOTATION | | |

4. Period of Performance:

July 11 through August 5, 2016

5. **Quality Control, Test Plan, Acceptance and Payment Terms:**

Quality control acceptance of completed services and Invoice under this contract shall be based on the successful delivery of all services as described in this document. Contractor may submit invoice for services rendered upon delivery.

7. **Point of Contact:**

Ricardo Torres – Purchasing Agent – American Embassy. Phone 2326 4593.

8. **Submission of offers:**

Interested vendors must submit offers in electronic format to the following e-mail address: GuatemalaBids@state.gov no later than June 29 by 5:00 PM. No other means of submission will be considered valid for this solicitation.