

Request For Quotation NO. PR#2449001
Rooms and Meeting Services for the Period of May 13 - 15, 2013

I. SCOPE OF SERVICES

This solicitation is to provide the following rooms and meeting services for a conference to be held from May 13 – 15, 2013. The provider should be a four-star hotel in Bogor & Sentul Area.

Room and meeting package with:

1. Sixty (60) standard rooms (single occupancy), to include daily breakfast. Check in: May 13th, 2013, and check out: May 15th, 2013.
2. Pick up and drop off services (airport – hotel & hotel – airport) for ten (10) persons. Date and time will be provided.
3. One (1) function to accommodate approximately sixty (60) persons for the period of May 14 – 15, 2013 (2 days) from 08.00 – 17.00. The room must have unobstructed view and must be soundproof. Seating to be set up in U shape arrangement with a head table for four (4) speakers.

A registration area with one (1) desk and a few chairs to be set up outside the meeting room.

4. Two (2) times coffee breaks to be set up at the foyer for sixty (60) persons on May 14 – 15, 2013 to be served at 10.00 and 14.30. Menu should have coffee, tea with 2 kinds of pastries (savory and sweet)
5. A conference lunch (buffet style) for sixty (60) persons on May 14 – 15, 2013, from 12.00 – 13.00 consisting a mix of local and western food with free flow of soft drink and water.

* There must be free flow of water inside the meeting room for the period of conference.

6. A dinner buffet at 19.00 for sixty (60) persons on May 14, 2013, consisting mix of local and western food with free flow of soft drink and water.
7. Conference equipment and supplies package to include:
A podium, one (1) standing microphone, one (1) clip-on microphone, Five(5) wireless microphones, one (1) 3000 lumens projectors with one (1) large screens, one (1) flipchart with markers, sound system, and delegate amenities (pen and notepad) with free flow of water for attendees.

A technician for troubleshooting any conference support activities problems is also required

8. Hotel should have a business center facility and Wi-Fi internet connection.

II. PRICING The Contractor shall provide a firm fixed price in Rupiah for,

Meeting Room Package to accommodate 50 people (August 11th – 13th 2009)

Clin #	Category	Qty	Days/ Nights	Unit Cost	Tax or service charge	Total Cost for the event
1	Standard Room Check in: April 13, 2012 Check out: April 15, 2012	60	2			
2	Conference Room	1	2			
3	Two times Coffee Breaks	60	2			
4	Buffet Lunch	60	2			
5	Buffet Dinner	60	1			
6	Equipments and supplies * - Podium (1) - Standing mic (1 ea) - Clip-on mic(1 ea) - Wireless mic (5 ea) - Projector (1 ea) - Projection screen (1 ea) - Whiteboard (1 ea) - Flipchart (1 ea) - Markers - Sound system - Delegate amenities	1	2			
7	Pick up & drop off	10				
	Grand Total					

III. SUBMISSION OF QUOTE. Each offer/quotation must consist of the following:

- A. Completed Section II to include pricing.
- B. The following information:
 - (1) The proposed type of function room/s;
 - (2) The proposed menu for both coffee break and buffet lunch;
 - (3) The security posture that represents the high standard of security and safety;
 - (4) Adequate fire escape facilities;
 - (5) Description of Equipment and supplies:
 - Sound System
 - A podium, one (1) standing microphone, one (1) clip-on microphone, Five(5) wireless microphones, one (1) 3000 lumens projectors with one (1) large screens, one (1) flipchart with markers, sound system, and delegate amenities (pen and notepad) with free flow of water for attendees.

IV. EVALUATION FACTORS

The Government intends to award a contract resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter. The evaluation process shall include the following:

- a) Compliance Review. The Government will perform an initial review of proposals/quotations received to determine compliance with the terms of the solicitation. The Government may reject as unacceptable proposals/quotations which do not conform to the solicitation.
- b) Technical Acceptability. Technical acceptability will include a review of items listed under Article A.2. in Section 3.
- c) During the solicitation evaluation phase the **DOJ/OPDAT** coordinator may visit the hotel to view proposed facilities and equipment.
- d) Price Evaluation. The lowest price will be determined by price comparison among the technically acceptable and responsible offerors. The Government reserves the right to reject proposals that are unreasonably low or high in price.

The quotation is due on **April 19th, 2013, 14.00**. Please follow instructions in *Section III* for a quotation to be considered and fax the quotation to PCU: (62-21) 3435-9910 or 352-4303. Please note that your price should be valid for 30 days from April 19th, 2013.