

U.S. Embassy  
42 Elgin Road  
Ballsbridge, Dublin 4  
August 24, 2016

To: Prospective Offerors

Subject: Request for Quotations (RFQ) number SEI300-16-Q-0029  
U.S. Presidential Election Night, Event Venue Rental

The Embassy of the United States in Dublin is currently seeking price proposals from suitably qualified contractors for nighttime event venue rental services. The requirement includes rental of event space for up to 1500 invitees, provision of catering and beverage service and possible Audio Video services. A Statement of Work (SOW) is included below.

A walkthrough/site visit is required at all proposed event venues and will be arranged as part of the bidding process.

The U.S. Government intends to award a contract to the responsible company submitting a technically acceptable proposal at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with venues in the competitive range if there is a need to do so.

**Price proposals are due on or before Monday September 19, 2016 @ 15:00.**

Proposals may be delivered in hard copy at the above address or via email to Emmet Downey, email: [DowneyEJ@state.gov](mailto:DowneyEJ@state.gov)

## Statement of Work (SOW)

### U.S. Presidential Election Night, Event Venue Rental

SEI3001-6-Q-0029

Date of Event: Tuesday, November 8, 2016

Main Event Time: 21:45 to 01:00

Set-up: Tuesday, November 8, from noon

De-rig: Wednesday November 9, from 01:00

The U.S. Embassy in Dublin seeks to hire an event venue for a Presidential Election Night event for approximately 1,500 guests. Catering and Audio/Visual (A/V) services are also required and may be contracted separately depending on venue capabilities. This invitation-only event (approximately 4 hours long) will be held at night, from approx. 21:45 on Tuesday November 8, 2016 until early morning, approx. 01:00 on November 9, 2016 when the U.S. East Coast polling results are announced. It will feature prominent display of broadcast TV coverage (multiple screens, multiple channels), Embassy speakers, and several breakout panel talks by academics. The focus will be on high quality visual displays of broadcast television coverage from a variety of U.S. television channels. The event will require extensive A/V service with a full production team that has extensive experience producing high quality video displays. The focal point of the main event venue should be a main stage with PA system, several large video screens and adequate lighting to ensure visibility of speakers/screens. WiFi to be provided throughout venue.

**Arrivals Area:** The venue should provide a red carpet style arrivals area with a press line for media where VIP attendees may conduct stand-up interviews with members of the press as they enter the venue, this area should be wheelchair accessible. Up to Six (6) registration desks to be provided as part of the venue hire. The Embassy will provide an American-themed backdrop for this area. The venue to provide the red carpet and rope/stanchions. Venue guest relations support staff required to direct guests to check in area, as well as VIP arrivals area, and a designated cloak room space.

**Main Event Area:** The venue should provide a central event space for a standing reception for up to 1,500 guests. Limited round table seating to be provided for guests with special needs, with majority of the space being filled with (high) cocktail pod tables to be provided for standing guests. The focal point should be a main stage with multiple video screens and Public Address (PA) and Podium for speakers. This area should be wheelchair accessible.

**Breakout Space:** We require two adjacent breakout conference spaces, each with capacity for 150-200 people each. These rooms should be adjacent to the main event area and be set with theater style seating, stage and PA system for academic panel talks. Armchairs or tall stools to be provided for speakers. These areas should be wheelchair accessible.

**Decoration:** The Embassy will provide American-themed decorations/bunting, we require the venue to provide staff to hang and display the decorations/bunting, with supervision by Embassy staff, prior to the event. The Embassy will retain all decorations once event finishes.

**Catering:** We require food and drinks service for 1,500 guests. If venue has the capability to provide on-site catering services please provide at least two options to consider including: tea, coffee, water, soft drinks, beer and wine, plus a mix of hot and cold American-themed canapés (i.e. mini burger sliders, hot dogs, etc.) Guests should be served canapés by both buffet and tray service. Venue to provide servers. There should be several bars available for drinks service, the proposal should include pricing for drinks package for 1500 guests. No cash bar. The venue shall be responsible for securing late opening license/extension to 01:00 and relevant liability insurance.

**Audio/Visual (A/V):** If the venue has the capability of providing A/V services please see description of A/V services below, alternatively please provide details of recommended partner if applicable.

Basic minimum requirement: (subject to change)

- Main Event Area: 10ea, 54in – 60”in Plasma screens
- Main Event Area: 3ea, Full 1080/720p HD Big TV screen/projector screen
- Main Stage: 1ea, podium Microphone for speaker (podium to be provided by Embassy)
- Main Stage: 2ea, wireless microphone for interviews
- Main Stage: 1ea, laptop to play recorded video clips and preselected music tracks
- Option: Relay speaker at podium on all TV screens using 1 ea, video camera
- Ability to switch picture on some screens to different TV network (eg. One set of TV’s carries CNN, another carries FOX)
- Ability to incorporate American network channels (CNN, FOX, MSNBC, ABC) from in-house satellite into TV output.
- Breakout Sessions: 1ea, PA with speakers in multiple locations to cover TV audio, podium microphone and wireless microphones for panel speakers, plus roving mics for Q&A
- At least 1ea, Technician present on the night for the duration of the event

**Lighting:** (subject to change)

- Stage lighting for speaker at podium.
- Lighting of red, white and blue colors in all areas. (eg. uplighters, lights on truss etc)
- Gobo lighting: Option of 2 lights with ‘Election Night 2016’ in Gobo