

LOCAL ADVERTISEMENT/SOLICITATION FOR COMMERCIAL ITEM

The U.S. Embassy in **Panama** has a requirement **to rent guest rooms and meeting rooms with audiovisual equipment in a downtown hotel for 5 days (October 19-23, 2015)**. The conference will take place only on weekdays (Monday thru Friday) starting at 8:00am to 6:00pm. Please note that this is a combined synopsis/solicitation for a commercial item, prepared in accordance with the format FAR 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. The solicitation number is **SPM070-15-Q-0045** and is issued as a Request for Quotation. The solicitation/contract will include all applicable provisions and clauses in effect through **FAC 2005-80**. Items to be acquired:

Item	Description	Number days	Qty	Unit Price	Total for 5 days
1	Conference Room for 100 people in a Classroom Set-up (laptop, projector and instructor/facilitator in front giving presentation, with audience tables and chairs set up in rows facing front)	5	1	\$	\$
2	Small conference rooms for 35 people (Breakout session set-up, with 4-5 large rectangular or round tables set in the corners of the rooms for small individual meetings or working sessions, each fitting 7-9 people)	5	3	\$	\$
3	Control Room* (See notes below)	5	1	\$	\$
4	Meeting Package** – Include hospitalities and consumables, audiovisuals (Flip Chart, Projector , Screen, Podium with Microphone, Sound system), pens, notepads	5	100	\$	\$
5	Laptop–English – with setup to run PowerPoint Presentation	5	1	\$	\$
6	Internet Connection in Conference room & Control Room	5	2		
7	Reception room 100 people for Ice Breaker/Reception on October 18 6:00-9:00pm	1	All	\$	\$
8	Sleeping Rooms w/breakfast & Internet included from October 18-24, 2015. Must include porter/bellman charges	6	100	\$	\$
9	Lunch *** during conference days for 100 people (October 19-23, 2015) from 12:00-1:00 pm	5	100	\$	\$
10	Service Tax	1	all	\$	\$
GRAND TOTAL					\$

* Control room is a small meeting room or a guest room with room furniture removed (bed) and replaced with rectangular tables and chairs, lamps, etc. (Office setup). Please provide prices to include any setup charges and identify if the cost is for a meeting room or a guest room. Ideally, the room is close to/adjacent to the large and small conference rooms.

** Please provide detail of what is included in the meeting package.

*** *Lunch Buffet Description: Must include at least two different types of meat, carbohydrates and vegetables .Lunch Buffet must also include one drink per person. (Selection from option list will be made after contract award. Contractor must provide at least three menu options for the lunch buffet that are within the quoted price. Menu should vary from one day to the next.*

FAR 52.212-1, Instructions to Offerors-Commercial Items, applies to this acquisition. Award will be made to the best value priced, technically acceptable offer. FAR clause 52.212-4, Contract Terms and Conditions-Commercial items, applies to this acquisition. The following FAR clauses in paragraph (b) of FAR 52.215-5, Contract Terms and Conditions to Implement Statutes or Executive Orders - Commercial Items, will apply to the resultant contract: 52.203-10, Price or Fee Adjustment for Illegal or Improper Activity, 52.222-50, Combating Trafficking in Persons (52.225-13, Restrictions on Certain Foreign Purchases, 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332). FAR clauses 52.217-8 Option to Extend Services, 52.217-9 Option to Extend the Term of the Contract (MAR 2000) and 52.232-19, Availability of Funds for the Next Fiscal Year will apply to the resultant contract. The following DOSAR provisions/clauses will also apply: 652.206-70, Competition Advocacy/Ombudsman; 652.214-71, Authorization to Perform; 652.225-70, Arab League Boycott of Israel; 652.225-71, Section 8(a) of the Export Administration Act of 1979, as Amended; 652.242-70; and, 652.243-70, Notices. **All offerors must include with their offer (1) A completed copy of FAR 52.212-3, Offeror Representations and Certifications - Commercial Items and (2) A completed item table (see above) with their prices.**

Use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov> to see the links to the FAR and DOSAR.

Offers are due by **3:00PM, Wednesday, July 1, 2015**. All responsible sources may submit an offer that shall be considered. If there are any questions regarding this solicitation please contact Teresa R. Guardia, 317-5309, fax 317-5141, email: GuardiaTR@state.gov.

Hotel name

Printed Name / Signature

Date