

I. GENERAL INFORMATION

The U.S. Consulate General Shanghai has a requirement for a hotel to serve as host for the Independence Day Reception. The reception will be held on June 29th (preferred) or 30th from 5-7:30PM. The venue will provide ballroom facilities, VVIP rooms, break rooms, AV equipment, parking spaces and catering services.

Firms responding to this announcement on or before closing date will be considered for selection using the evaluation criteria of lowest price, technically acceptable offer.

II. GENERAL REQUIREMENTS

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each offeror must meet the following requirements when submitting their proposal:

- Be able to understand written and spoken English;
- Have an established business with a permanent address and telephone listing;
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good experience and past performance records; and,
- Identify specialized experience and technical competence required to perform the work in accordance with this solicitation.
- Have a detailed cost breakdown
- Have a good communication and presentation skill

For a copy of the full solicitation documents, please email **Contracting Officer, Jennifer Maatta** at MaattaJL@state.gov. The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by February 29, 2016, Monday, 12PM.