

Dear Sir/Madam:

The U.S. Consulate Shanghai is seeking a venue to serve as host for a U.S. Election Watch Party. U.S. Consulate staff will need access to the venue on Wednesday, November 9 from 5AM-12PM. The actual event will take place from 7AM-12PM. The venue will provide facilities, AV equipment, and light catering services. We expect 200 to 300 guests for the watch party.

Listed below are the detailed requirements:

1. Large room (i.e. ballroom, conference room, etc.) for 200 to 300 guests, standing.
2. Smaller rooms:
 - a. Two holding rooms total – one room for U.S. staff and security team, and one room for local police.
 - b. Large foyer outside the ballroom to process arrival of guests – we will install security equipment, and check arrivals against names on roster.
3. Food/drinks in self-serve, continental breakfast style (i.e. breads, croissants, muffins, water, juice, coffee, tea, etc.) for 200-300 people.
4. Use of AV equipment in the ballroom:
 - a. Two projectors connected to live feed of CNN
 - b. Two projector screens (approximately 42 in. or larger)
 - c. Two flat-screen TVs (approximately 42 in.) with DVD player
 - d. Podium with microphone
 - e. Extra microphone
 - f. Dedicated Wifi available at check-in area and in the event space.
 - g. Technician on hand to assist in using the A/V equipment.
5. Small stage (approximately 5x10ft)
6. Six rectangular tables (for food and drinks), 12 chairs
7. Hours of actual event: 7AM-12PM.

Please submit quotation and room availability confirmation NO LATER THAN Thursday, September 1, 12PM.

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.

As per U.S. Federal Government Acquisition Regulations, for all government purchases over \$30,000, the vendor MUST finish the registration of foreign vendors under the System for Award Management (SAM) through www.sam.gov before an award may be issued. Instructions attached. The U.S. Government will send payment via electronic fund transfer within 30 days of receiving the satisfied service and a proper invoice/valid Fapiao.