

U.S. Embassy
686 Old Bagamoyo Road
Dar Es Salaam, Tanzania

September 17th, 2015

REQUEST FOR QUOTATION FOR PR 4735875 PEPFAR CONFERENCE

Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for the products and services as per below:

Quote for a conference room for three days Oct 5-7 or Oct 6-8 for PEPFAR workshop in DAR ES SALAAM, for 150 people for a plenary and as many breakout areas as possible (up to 14, or at least 5).

We will also need the following:

- 1) LCD Projector
- 2) 2/3 roving microphones
- 3) Flip Charts

Note that we will accept quotations for products or services with certifiably equivalent specifications. Your quotation must be submitted by **16:00 hour's local time on September 24th, 2015.**

If you send a paper quotation (on which our **PR 4735875** is clearly stated), it must be in a sealed envelope marked as follows.

GSO - U.S. Embassy Contracting Officer
Quotation Enclosed
PR 4735875 PEPFAR CONFERENCE
686 Old Bagamoyo Road Msasani
Dar es Salaam, Tanzania

The electronic address for submission is darprocurementbid@state.gov.

- On the e-mail's subject line, state that the submission is **FOR PR 4735875 PEPFAR CONFERENCE**
- On your attached quotation, state that the quotation is **FOR PR 4735875 PEPFAR CONFERENCE**

The US Government intends to purchase the lowest priced technically acceptable product or service.

All vendors receiving awards over \$25,000 must be registered in the System for Award Management (SAM). When submitting your bids, write your SAM Registration information directly and clearly on your quotation.

We encourage all vendors who may bid either on this solicitation or in the future to start now and complete the SAM registration process. Registration will make the award process move much more smoothly and quickly. The registration process is not difficult, provided all instructions are followed carefully. Please see our Embassy Contract Opportunities web page for details or call us if you have questions

Any questions regarding this Request for Quotation must be directed to the Procurement Section +255-22-229-4121 during office hours.

Sincerely,

The Contracting Officer