

US Embassy  
686 Old Bagamoyo Road  
Dar Es Salaam, Tanzania

December 11, 2014

REQUEST FOR QUOTATION FOR PR3959793 - ACCOMMODATION AND CONFERENCE ROOM

Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for the services shown below.

If you would like to submit a quotation, please provide a pro-forma invoice.

Your pro-forma invoice (on which our Scope of Work is clearly stated) must be received by **1600 hours on December 22, 2014** in a sealed envelope marked as follows.

Contracting Officer  
Quotation Enclosed  
PR3959793 for Accommodation and Conference Room  
686 Old Bagamoyo Road Msasani  
US Embassy, Dar es Salaam

An alternative address for submission is [darprocurementbid@state.gov](mailto:darprocurementbid@state.gov).

- On the e-mail's subject line, state that the submission is for **PR3959793** for accommodation and conference room
- On your attached proforma, state that the proforma is for **PR3959793** for accommodation and conference room

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

For a vendor to be awarded this solicitation, registration in the System for Award Management (SAM) is required. If you are registered in SAM, please provide proof upon bidding. SAM registrants: please provide your DUNS number and NCAE number upon submission of your bid.

We encourage all vendors which may bid either on this solicitation or in the future to start now and go through 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. We will help you get through this process.

Any questions regarding this Request for Quotation must be directed to the Procurement Section +255-22-229-4138 or +255-22-229-4263 during office hours.

Sincerely,

The Contracting Officer

## **scope of work**

### **ACCOMMODATION AND CONFERENCE ROOM FOR US EMBASSY DAR ES SALAAM**

#### Accommodations

- 6 rooms (single occupancy). Check-in date: Saturday, January 31. Check-out date: Friday, February 6.
- Approximately 36 rooms (single occupancy) for attendees. Check-in date: Monday, February 2. Check-out date: Friday, February 6.

#### Venue Package

USDOJ need a meeting space from Tuesday, February 3 through Thursday, February 5 and will need the meeting space reserved all day each day.

Tables and chairs for approximately 51 people (45 attendees, 6 USG – the USG typically sit at a separate table in the back or to the side);

- Space at the front of the room for the presenter to stand while speaking, preferably with a podium;
- At least two microphones;
- Projector/screen for Powerpoint presentations;
- Six outlets for the USG to use, located near where the USG will sit;
- Internet access in the meeting space for USG representatives (if we can get access in our rooms as well, that'd be excellent);
- Pads and pens for attendees (preferable – if not provided, that's fine, we just need to know so we can provide them separately);
- Lunch for all attendees; and
- 2 coffee breaks a day, including snacks, if including them would not change the cost of the venue package (in the past, we have found that these

are typically included in the standard venue packages offered by the hotel and the hotels have told us that even if we were to take them out the cost would not change).