

Statement of Work/ Request for Proposal

Name of Hotel :

Point of Contact (Name & Title) :

POC Phone Number & Email :

Hotel Address :

Requirements:

I. ACCOMMODATION:

Single Occupancy, Air Conditioned (at least 40 rooms of same type), including breakfast.

Date : Nights of Nov 18 – 21, 2014 – four nights
Type of Bed : Single Bed - Queen Size
Number of Room : 46 (forty-six) rooms

- Complimentary In-room internet connection
- Complimentary laundry, minimum 3 (three) pcs per day per person

II. MEETING PACKAGE:

Full Day Meeting Package including lunch with 01 water/softdrinks; and 02 tea/coffee breaks (no dinner).

Date : November 19 - 21, 2014
Quantity : 46 (forty-six) pax

Note: There will be possibly extra 4 guests to attend the meeting in the morning of Nov 19 through lunch so please make us the additional offer for 4ea of half day meeting package (one teabreak & one lunch).

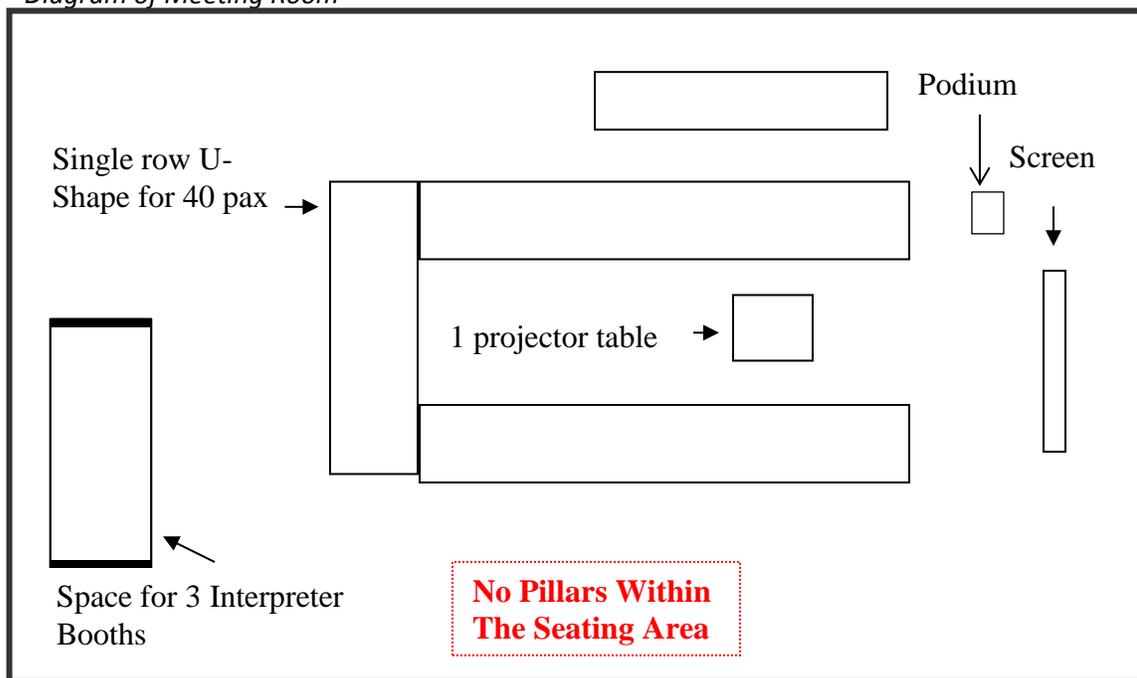
III. SPECIAL REQUIREMENTS:

MAIN MEETING ROOM:

- Room Size to suffice below arrangements
- No Pillars within the seating area
- U-Shape, Single row, for 40 pax, on November 19 - 21, 2014
- 1 Table with 5 seats for the organizers
- 1 Reception Table for 2 (two) pax (in foyer outside conference room)
- Electrical connections: for U-Shape table, projector tables and Committee Table

- Electrical connections for interpretation booths at the back of the room.
- 4 Flip Charts (with an extra replacement chart) with colored markers
- 1 white board with erasable marker
- 1 Projection screen
- Basic Sound system (to support microphones)
- 1 Projector and Projector Table
- 4 wireless microphones
- 2 clip on microphones
- Air Conditioned
- Standard Meeting Supplies (note paper and pencils)
- A concierge on standby for troubleshooting any conference support problems.

Diagram of Meeting Room



Please complete all items in this RF; incomplete proposals will not be considered for contract award.

TERMS & CONDITIONS:

1. The hotel must be willing to accept Purchase Order from US Embassy Hanoi.
2. Backorders are unacceptable.
3. All items bid must meet or exceed specifications listed.
4. Proposals must be a fixed price to include 10% VAT and any other anticipated charges.
5. Fixed number of rooms will be advised by US Embassy at least ten working days prior to check-in date.
6. Selected vendor must be able to accept payment within 30 (thirty) days after the orders are delivered completely and the original correct invoice is received.

7. The payment will be made through Electronic Fund Transfer (EFT) to the vendor bank account as stated on the invoice.
8. Proposals should be in US Dollars **and local currency equivalence**.
9. Selected vendor bank account should be in the same currency as quoted.
10. Any cancellations after PO awarded, only services rendered will be paid.
11. Any usage of phone calls, mini-bar, foods or beverages or any additional cost that is not included in the room package will be the responsibility of the individual staying in the room.
12. For US Government rules and regulation reference, please read the attached Commercial Clause document (FAR 52.212-4 and FAR 52.212-5).

Please send your proposal & quotation no later than Oct. 10, 2014 by email to U.S. Embassy Hanoi to:

Ms Bui Huyen Trang

Procurement Agent

Email: buith@state.gov

Thank you for your cooperation.