

January 24<sup>th</sup>, 2013

Dear Prospective Quoter:

SUBJECT: Request for Quote (RFQ) to provide meeting package and accommodation.

Please find below the detailed requirements for a conference to be held in Nha Trang, Vietnam.

The U.S. Government intends to place a purchase order to the responsible company submitting an acceptable quotation at the lowest price. The RFQ does not commit the American Embassy to make any award.

Kindly submit your quotation via email, using the attached spreadsheets. Quotations are due by 3:00 p.m., Friday, February 1, 2013, and should be submitted via email to Tree Mangione ([mangionetj@state.gov](mailto:mangionetj@state.gov)). Please direct any specific questions regarding the requirements to Ms. Dao Nguyen by email or by telephone 04 3850 5000 during regular business hours.

Sincerely,

Dao Nguyen  
Contract Specialist

**“BUILDING AN EFFECTIVE SECURITY SECTOR THROUGH INCLUSION:  
WOMEN, PEACE AND SECURITY” WORKSHOP  
12-14 MARCH 2013**

**FACILITY REQUIREMENTS**

**WORKSHOP PERIOD**

Workshop facilities are required 6-16 March 2013.

**WORKSHOP PURPOSE**

In coordination with the United States Embassy, Hanoi and the Asia-Pacific Center for Security Studies (APCSS) is hosting this multi-lateral workshop on “Building an Effective Security Sector Through Inclusion: Women, Peace and Security.”

**DELEGATION COMPOSITION**

Comprised of approximately 50 attendees from Bangladesh, China, Indonesia, Oceania, Philippines, Vietnam and the United States.

**APPROVAL AUTHORITY**

The U. S. Embassy, Hanoi General Services Office in coordination with the Asia-Pacific Center for Security Studies (APCSS).

**GENERAL REQUIREMENTS**

- The facility will be located in Nha Trang, Vietnam.
- The facility will have a 24-hour-a-day security staff.
- The facility will have past experience accommodating and servicing high-level governmental workshops and groups.
- The facility guarantees there will be no construction / renovations on its premises during the dates of this workshop, which would in any way, interfere with or detract from the workshop.
- The facility will have a guest service staff to assist delegates with non-workshop, related requests such as in-country transportation, tours, recreational activities, and dining reservations.
- The facility will provide sleeping rooms for all non-local delegates of this workshop (approximately 50 people).
- As delegates arrive scattered from many different flights via shuttle van, group portorage charges will be waived and will instead be paid at the discretion of the individual delegate, direct to the bell staff.
- As participants will have several meals on their own for the duration of their stay, facility must have a minimum of two dining facilities on premise.

**FACILITY / EQUIPMENT REQUIREMENTS**

**GENERAL FACILITY / EQUIPMENT REQUIREMENTS**

- One (1) Secretariat (Support Center) Room for the period 10-14 Mar 13
- One (1) Plenary Session Room for the period 11-14 Mar 13
- Four (4) Breakout Group Session Rooms for the period 12-14 Mar 13
- One (1) Lunch Space for the period 12-14 Mar 13
- One (1) suitable space for Group Photo on 12 Mar 13
- Audio-visual equipment for workshop period 12-14 Mar 13
- General administrative and office equipment support for workshop period 12-14 Mar 13

## **MINIMUM WORKSHOP FACILITY REQUIREMENTS**

### **FACILITY AGENDA**

<b>DATE</b>	<b>REQUIREMENTS</b>	<b>TIME</b>
6-7 Mar 2013	<ul style="list-style-type: none"> <li>• Billeting: For advance coordination team (up to 5 Rooms) (See page 7)</li> </ul>	N / A
8 Mar 2013	<ul style="list-style-type: none"> <li>• Billeting: Up to 7 Rooms</li> </ul>	N / A
9 Mar 2013	<ul style="list-style-type: none"> <li>• Billeting: Up to 10 Rooms</li> </ul>	N / A
10 Mar 2013 (Sunday)	<ul style="list-style-type: none"> <li>• Secretariat Setup</li> <li>• Billeting: Up to 20 Rooms (APCSS)</li> </ul>	1200 – 24 Hrs N / A
11 Mar 2013 (Monday)	<ul style="list-style-type: none"> <li>• Secretariat</li> <li>• Set-up Plenary Session Room</li> <li>• Billeting: Up to 50 Rooms</li> </ul>	24 Hrs 1200 Noon N / A
12 Mar 2013 (Tuesday)	<ul style="list-style-type: none"> <li>• Secretariat</li> <li>• Plenary Session Room</li> <li>• Registration</li> <li>• Group Photo Area</li> <li>• Working Lunch</li> <li>• Refreshment Break Area</li> <li>• Breakout Session (4 rooms of 12 pax)</li> <li>• Billeting: Up to 50 Rooms</li> </ul>	24 Hrs 24 Hrs 0800-0900 0930-1000 1130-1230 All Day 1300-1600 N / A
13 Mar 2013 (Wednesday)	<ul style="list-style-type: none"> <li>• Secretariat</li> <li>• Plenary Session Room</li> <li>• Working Lunch</li> <li>• Small Group Sessions (4 rooms of 12 pax)</li> <li>• Refreshment Break Area</li> <li>• Billeting: Up to 50 Rooms</li> </ul>	24 Hrs 24 Hrs 1230-1330 1230-1530 All Day N / A
14 Mar 2013 (Thursday)	<ul style="list-style-type: none"> <li>• Secretariat</li> <li>• Plenary Session Room</li> <li>• Small Group Sessions (4 rooms of 12 pax)</li> <li>• Working Lunch</li> <li>• Refreshment Break area</li> <li>• Billeting: Up to 50 Rooms</li> </ul>	Until 1700 Until 1700 0800-1030 1200-1300 All Day N / A
15 Mar 2013 (Friday)	<ul style="list-style-type: none"> <li>• Billeting: Up to 5 Rooms</li> </ul>	N / A
16 Mar 2013 (Saturday)	<ul style="list-style-type: none"> <li>• Billeting: Up to 3 Rooms</li> </ul>	N / A

## **MEETING AND FOOD AND BEVERAGE REQUIREMENTS**

- View and room set-up in all meeting rooms will not be compromised or altered by structural support columns, pillars, or partial walls.

- Under no circumstance may any sound from adjoining function rooms or other areas of the facility permeate into meeting rooms.
- Actual meeting room layouts will be coordinated with site management, subsequent to contract award.
- Each area / room described in the following pages is required on the dates and times as specified in the Facility Agenda on page 2.

## 1. SECRETARIAT (SUPPORT CENTER)

Use is required for the hours designated in the facility agenda on page 2.

Exclusive use of the area reserved is required for secure storage of critical support equipment and materials.

Room Specifications:

- Minimum 92 meters (300 square feet)
- Room must have CLEAR internet connectivity
- A minimum of five (5) electrical outlets (120V) to permit use of government-provided office equipment
- Room must be lockable during period of non-operation, with access restricted to workshop and housekeeping personnel
- Room **must be in close proximity** to the Plenary Session room and Breakout Group Session rooms.
- Workspace set-up will include three (4) draped, 2 meter (six foot) tables, one (1) large round table with tablecloth and ten (10) chairs (client will set)
- Bottled water available

Audio/Visual & Communications Requirements

- One (1) house phone with in-house and **local call** capability
- Wireless internet capability or three (3) lines for internet connection. U.S. Government will provide computers.
- Room must have clear internet capability.

Rental of Secretariat Equipment

The Government Workshop Coordinator will require the following business equipment to be rented via the hotel facility from 1200 on 10 Mar until 1700 on 14 Mar.

- COPIER MACHINE w/Collation capability: Use of a copier for printing information books. Must have a backup machine and additional toner available and technician on standby on site for trouble calls.

## 2. REGISTRATION AREA

Use is required for the hours designated in the facility agenda on page 2.

Area Specifications:

- Located in close proximity to both the Plenary Session Room and the Secretariat (Support Center) Room

- Registration area will be set with a minimum of two (2) draped and skirted two 2 meter (six foot) tables with a minimum of four (4) chairs

Area designated for registration should be able to handle traffic flow of 50 attendees during peak hours.

### **3. PLENARY SESSION ROOM**

**THERE MUST BE NO OBSTRUCTIVE COLUMNS IN THIS ROOM.**

Use is required for the hours designated in the facility agenda on page 2.

Actual table lay-out is flexible based on room size/configuration.

Room Specifications:

- Minimum room size of 150 square meters (1,500 square feet)
- Light intensity and climate controls available in the room
- Preferred layout is tables set in “U-shape” for forty (40) persons
- Two (2) skirted rectangle tables with four (4) chairs at side of room
- Twenty (20) Perimeter Chairs

Plenary Room Support to include:

- All labor for set-up on Monday, 11 Mar and breakdown immediately after conclusion of all sessions on Thursday, 14 Mar
- 24-hour hold on room as stated in Facility Agenda on page 2
- Bottled Water service on tables/replenish during the refreshment breaks & lunches
- Notepads, pens or pencils

Audio-Visual Requirements to be set-up and tested on 11 Mar and used 12 – 14 Mar:

- One (1) Podium w/microphone and sound system capable of amplifying speaker throughout room
- Twenty-five (25) table microphones for table (1 mic for every other person + 1 each for panel)
- One (1) Projection screen available at opening of U-Shape Table. Minimum two meters (6 foot) per screen.
- One (1) LCD or DLP projector (minimum 2000 lumens) for PowerPoint presentations to the screen (government will provide own laptop computer)
- A/V tech for set-up and testing of equipment on Monday, 11 Mar. After all equipment has been set and checked, A/V tech will be available on an ‘on-call’ basis for subsequent follow-up in case of questions/problems with the equipment.
- Four (4) easel stands for government owned posters/signs
- (1) Flipchart easel with paper

Internet Connection:

- High speed/DSL connection for room to have clear internet connectivity on government’s own laptops

Banner requirement with logos, workshop name and dates hung in the plenary room

### **4. BREAKOUT GROUP SESSION ROOMS – (4) TOTAL**

Use is required for **EACH** of the four breakout group session rooms as shown on the timeframe designated in the facility agenda on page 2.

Room/Area Specifications:

- Located in close proximity to both the Plenary Session room and the Secretariat (Support Center) Room
- Light intensity and climate controls available in the room
- Tables set in boardroom style for up to twelve (12) people with 5 perimeter chairs
- Bottled Water
- Flipchart easel with paper

Audio-Visual Requirements for to be set-up and tested for 12-14 Mar sessions:

- Four (4) tri-pod easels for government owned posters/signs
- High speed/DSL connection for four (4) rooms to have clear internet connectivity on U.S. government's own laptops

## **5. GROUP PHOTO AREA**

Use is required for the timeframe designated in the facility agenda on page 2.

Room/Area Specifications:

- Scenic setting preferred, preferably outdoor location or staircase with elevated stairs
- Area large enough to accommodate fifty (50) people
- Twelve (12) chairs

Additional Requirements to be coordinated by Hotel Facility and included in contract:

- Photographer to take group photo for the timeframe designated in the facility agenda on page 2
- Photo processing of group photo with over-layer (U.S. government coordinator will provide the overlay design for use by photo vendor)
- Print 50 color copies of approved group photo in full size prints (approximately 8 inch by 10 inch)

## **6. FULL MEETING PACKAGE**

For 50 people for three days to include:

### **A. REFRESHMENT BREAKS - (6) TOTAL**

Use is required for the timeframe designated in the facility agenda on page 2.

Area Specifications:

- Minimum size to accommodate flow of 50 people
- Located adjacent to general session room to facilitate short, efficient breaks

Menu:

- Beverages and light snacks for morning and afternoon breaks.

## **B. WORKING LUNCHES AREA – (3)**

The workshop will include three (3) official lunches on 12, 13, and 14 Mar.

### Room/Area Specifications:

- Area to serve lunch will be private and located in close proximity or adjacent to the Plenary Session Room
- Minimum size to accommodate fifty (50) people on rounds of 8

### Audio/Visual Requirements:

- One (1) podium with microphone and sound system capable of amplifying speaker throughout lunch room
- One (1) Projection screen. Minimum 2 meters (six-foot) screen
- One (1) LCD or DLP projector (minimum 2000 lumens) for PowerPoint presentations

### Meal Specifications:

- Counts: Fifty (50) people estimated
- Menu: Buffet style service. Menu items to include a minimum of 1 starch, 2 vegetables, 2 salads, 2 entrée, dessert, and coffee and tea
- No Pork or pork products to be used in any menu items
- Set-up, service and tear-down inclusive

## **DELEGATE BILLETING**

**MASTER ACCOUNT ROOMS:** There will be approximately fifty (50) people requiring billeting per this contract. They are comprised of APCSS coordinating/teaching staff, guest speakers and participants traveling on Invitational Travel Orders for the purpose of this workshop. Local transportation limitations and agenda requirements necessitate billeting these delegates at the workshop site. Therefore the contract is to reflect payment of accommodations for up to 50 sleeping rooms for the timeframe of 6 through 16 Mar 2013 (some earlier arrivals and later departures may be necessary). Only room and tax is to be billed to the master account per this contract. Estimated room pick-up is shown below;  
total of 255 room nights to master.

Billeting Specifications:

- Category:
  - Run of house; upgrade for VIPs, if available
  - All individual rooms will have light intensity and climate controls

Estimated room pick-up:

Date:	3/6 Wed	3/7 Thu	3/8 Fri	3/9 Sat	3/10 Sun	3/11 Mon	3/12 Tue	3/13 Wed	3/14 Thu	3/15 Fri	3/16 Sat
<b>CONTRACT ROOMS</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>10</b>	<b>20</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>5</b>	<b>3</b>
<i>Own Expense (Self Pay)</i>					<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>		

Guarantees: Room cancellation fees are only allowed as follows:

- Fourteen (14) days prior to arrival, a final rooming list will be provided to the hotel. Prior to submission of the rooming list, no cancellation fees will be assessed. Any room reduction in excess of ten percent (10%) between the 14-day figure up to day of arrival, will be charged a one (1) night's room and tax.
- Non-arrival rooms ("No Shows") will be released in the morning and charged one (1) night's room and tax.
- Early departures will not be assessed a penalty charge.
- Individual delegates will be responsible for all incidental room charges and any additional room nights not listed on the final rooming list. The hotel is responsible for obtaining a guarantee for these charges upon the delegate's check-in.

## **COMMUNICATION REQUIREMENTS**

- A not to exceed amount equivalent to \$500 USD will be added to the contract to cover Secretariat generated and approved communications charges; examples to include: local and international phone charges, and group internet charges.
- These charges will be approved by the workshop organizers in advance of service and displayed on an itemized bill to be presented for review and approval on a daily basis.

## **ADMINISTRATIVE AND OFFICE SUPPORT REQUIREMENTS**

- A not to exceed amount equivalent to \$500 USD will be included in contract to cover Business Center generated and approved small administrative and office support charges. Examples to include: production of visual aids (signage, table placards, nametags), reproduction services to include burning of CDs containing workshop product, group photo production.
- These charges will be approved by the workshop organizers in advance of service and displayed on an itemized bill to be presented for review and approval at time of service in the business center.