

## **REQUEST FOR PROPOSAL-PR12278107-WEBSITE PLACEMENT FOR CONFERENCE HALL**

**Due: February 21, 2024**

The U.S. Embassy Abuja requires a vendor to provide a Conference Hall with the capacity to accommodate 100 people from February 13 - 15<sup>th</sup>, 2024 (three days, 8am - 4pm) including but not limited to one tea break (AM), one buffet lunch, wi-fi, Public Address System, Projector, Screen and two breakrooms.

You are invited to submit a quotation.

The evaluation criteria for this requirement will include price, technical acceptability, and past performance.

**FOR A VALID QUOTE, please note the following:**

1. Include complete specifications, samples/pictures (where applicable), return policy and total shipment weight along with your quotes.
2. Vendor must state **BOLDLY** if offering alternatives.
3. All responses and quotes on this RFQ **MUST** be a direct reply to this email, and have the same **subject line**, copying [Abujaprocurement@state.gov](mailto:Abujaprocurement@state.gov)
4. Vendors must state delivery terms (How long it will take to deliver).

Payment term is Net 30. Unsuccessful offerors may not be contacted.