

REQUEST FOR QUOTE - PR12385119- FOR CONFERENCE FACILITY

Due: 03/15/2024

The U.S. Embassy Abuja requires a vendor to provide one (1) plenary room with the capacity to seat 45 people, three (3) break out rooms for 13-17 persons each.

Date: April 22-26, 2024

Lunch (1 x 5 days) for 45 persons.

Coffee break (2 coffee breaks per day) and bottled water.

Projector (4) 1 for plenary and 3 for break out rooms and the package should come with uninterrupted Wi-fi access.

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
4. Vendors must state delivery terms (How long it will take to deliver).
5. Deadline for offer submission is 03/15/2024.

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