

REQUEST FOR QUOTE - PR12106067 CONFERENCE FACILITY

November 10, 2023

The U.S. Embassy Abuja requires a vendor to provide a Conference Hall with the capacity to accommodate 90 people from December 13 to December 15, 2023

This includes but not limited to projector and screen all day for 3 days, public address system with at least 3 microphones all day for 3 days, flip chat all day for 3 days,

Tea break and lunch for 30 pax on Day 1, Tea break and lunch for 90 pax on Day 2 and 3 and bottled water

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 11/10/2023

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