

# The U.S Consulate in Cape Town hosting the African Bureau Budget and General Services Workshops in Cape Town, October 29 until November 5, 2016

## Solicitation for Bids: Requirements/Specifications

The U.S Consulate General Cape Town kindly requests that interested parties submit their quotation for rendering of Hotel and Conference facility services for the **African Bureau Budget and General Services Workshop, taking place October 29 to November 5, 2016**. It is important that the conference facilities are located on the same premises as the hotel in order for your proposal to be deemed technically qualified. Interested parties are to provide a quote on the following services:

The conference rooms must exclusively be dedicated to the U.S Consulate for the entire duration of the conference and cannot be entered, used or shared by any interested external parties. This factor should be adhered to even after the conference has ended for the day and therefore should have a 24 hour hold on the rooms.

General information and a detailed list of audio visual equipment and telecommunication are provided below on what is required in each conference room.

### Hotel Accommodation:

- 210 rooms, breakfast included.
- Complimentary early arrival and late departure
- Room rates net and non-commissionable
- Room rates should include complimentary Wi-Fi
- Room upgrades for VIP's

### Hotel - function:

- A welcome reception is required on October 30, 2016 for 210 people, the evening before the commencement of the workshop. A Cocktail menu with local beer, house wine and soft drinks are required for the welcome reception. A PA and microphone for 2 hours is also required. The welcome reception is to start at 18:00 and end at around 20:00.

### Conference facilities are required as follows:

- One Plenary Room to accommodate 210 delegates for the first day in School-room style set-up. For the remainder of the workshop the conference room must be split up into two rooms with a divider to accommodate 135 delegates on one side and 75 on the other side.

### African Bureau Budget Workshop:

- One Plenary Room to accommodate 135 delegates.
  - Setup in School-room Style
  - Large projector screen in the front of the room that is large enough to be clearly seen from the back of the room.
  - Ceiling mounted projector with at least 4200 lumens of brightness. The projector must be a high definition projector.
  - Raised speaking area
  - Electrical Power. See "**Hotel Electrical Power Requirements**" below.
  - RJ45 Network Ports. See "**Hotel Internet**" below.
  - Tables
- 3 Breakaway rooms to accommodate 50 delegates per room
  - Set-up in schoolroom style.
  - Projector Screen
  - Data projector
- 6 Consultation rooms to accommodate between 12 and 15 delegates
  - Set-up in boardroom style.
- 1 conference room to be used as control room.
  - Power outlets for 7 office equipment/devices.
  - Tables/chairs for support staff

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## General Services Workshop:

- One Plenary Room to accommodate 75 delegates
  - Setup in Schoolroom Style
  - Large projector screen upfront. The screen will need to be large enough to be clearly seen from the back of the room.
  - Ceiling mounted projector with at least 4200 lumens of brightness. The projector must be a high definition projector.
  - Raised speaking area
  - Electrical Power. See ***“Hotel Electrical Power Requirements”*** below.
- Three breakaway rooms to accommodate 20 delegates per room.
  - Set-up schoolroom style.
  - Projector Screen
  - Data projector

## Internet / Wi-Fi:

- Dedicated internet connection with (4) public IP address.
- Bandwidth speed of 300mb or higher. We would like pricing for various bandwidth available. A Service Level Agreement or MOU that clearly states a Committed Rate of Bandwidth, tech support number and hours.
- This link must be dedicated exclusively to the conference. In other words, the link cannot be shared with hotel’s existing network. Hotel IT staff will be required to work with African Bureau IT staff to source and contract a service provider to bring a line exclusively dedicated to the Conference.
- The dedicated internet line must also be linked up to the Conference’s Plenary Room in order to allow the Africa Bureau IT staff to connect to their equipment.
- From the Conference Main Ball Room, the Hotel IT staff will need to redirect the dedicated internet connection to the Control Room, each break out room, and any other rooms used for the conference room staff.
- RJ45 Network port connected to Conference Intranet

## Hotel Electrical Power Requirements:

- Plenary Rooms needs to have the capacity to provide electrical power to support about 100 laptop computers, 4 printers, and misc network equipment. Normally four 15 or 20amp circuits will work.
- RJ45 LAN/Ethernet Network port connected to Conference Intranet.

## AV equipment required for both workshops:

- 2x AV technicians to operate the conference
- 6x 3000 Ansi Lumen data projectors
- 8x Projection screens
- 3x Small PA systems incl. table microphones
- 5x PA system incl. Podium microphones
- 5x Shure UHF roving microphones
- 2x Lapel microphones
- 2x 4200 Ansi Lumen data projectors
- 1x VGA Splitter
- 20x Power cable and plugs
- 8x Flipcharts incl. paper and with markers.
- 1x Konica Minolta Bizhub Mono photocopier – Incl toner/stapler/scanner/printer/copiers
- 1x Konica Minolta Bizhub Colour photocopier – Incl toner/stapler/scanner/printer/copiers
- 2x Colour laser printer incl. toner/prints
- 3x Mono laser printers including toner/prints
- Delivery, set-up and collection of copiers/printers

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**Extra AV equipment required on standby:**

- 2x 4000+ Ansi Lumen data projectors
- 2x Large Projection screens

**\*Please Indicate if any items or services will be complimentary as part of the venue contract.**

For further enquiries, please contact Catherine at [CollingCG@state.gov](mailto:CollingCG@state.gov) should you have further questions.

Please submit your quotes to Natheer at [fordn@state.gov](mailto:fordn@state.gov) by no later than October 7, 2016 at 12:00pm local time.