

Solicitation for Bids: Requirements/Specifications

The U.S Consulate General Cape Town kindly requests that interested parties submit their quotation for rendering of function space and services for the U.S. Election Results Reception 2016 **taking place November 9, 2016**. Interested parties are to provide a quote on the following services:

The Function Venue must exclusively be dedicated to the U.S Consulate for the entire duration of the event and cannot be entered, used or shared by any interested external parties. General information and a detailed list of audio visual equipment and telecommunications are provided below on what is required.

Function Venue Requirements:

- Plenary Room to accommodate 300-350 guests/participants.
- Adjacent Control Room, office set up for 6-10 people, 3-5 laptops stations, networked Print/copy/scan station
- The reception will commence at 04:30am until 11:00 am on November 9, 2016.
- The venue and equipment must be set-up by the evening of November 8, 2016
- Set-up must be complete NLT November 8, 2016

Light Refreshments* and Breakfast Options:

To be served from 05:00 am in the morning until 09:00. Please provide options for continental breakfast, as well as full buffet breakfast (May require a separate catering contract).

Décor:

- Helium Balloons in bunches of 15 balloons, containing 5ea of Red, White, and Blue. Total of 12 Bunches. Balloons should be on long silver or gold colored ribbon, tied together and weighed for placement on floor at various locations around ballroom.
- Table center pieces – One center piece placed on each Cocktail table (12-15ea, see Furniture section below)

Furniture:

- 12-15 Cocktail tables.
- Approx. 50 Chairs, 30+ in theater format at the stage area/large projection screen. The other ~20 placed along opposite side outer walls at balanced intervals for guests.
- Two modern “living room” style furniture sets for guest to lounge (Placed in best balanced positions, e.g., opposite corners/sides of the plenary room based on room shape)

Audio Visual Input/Output & Control equipment:

- 8 to 12 channel mixer and Amp
- 1 x Podium mic on goose neck
- 1 x Wireless hand held mic
- 4 x 400 watt speakers (PA) and floor stands
- 1 x 8 x 8 matrix seamless switch (HDMI)
- 5 x DSTV decoders
- 2 x AFN Decoders (USG supply)

Equipment on the Floor:

- 1 x Large Main screen (TV; projection or stack) 16:9 ratio, 3+ meter diagonal size
- 4 x 50” TV monitors
- 1 x large 42”-50” touch/smart screen
- 5 x Pro monitor eye level Floor stands

Additional equipment on Main floor:

- 5 x Laptops (research/review/reporting/social media) table.

Layout and functionality

- The large screen will be located at the front of the room depending on the layout of the function area and the podium will be next to that for final control.
- The floor monitors will need to be placed on either ends of the main conference floor, with the greatest cable run length close to 30meters. It is preferred that all the runs are be made with HDMI, if not, it is recommended that media extenders are included. (HDMI over CAT5) 5 sets in total.
- Each of the local viewing stations will have local audio (TV/Monitor build in audio) and the house audio will follow the main large screen be means of the PA system. These TV/Monitors will be screening International news feeds about the U.S. Election and the touch/smart screens are for the observers to use the interactive electoral map.

*Please Indicate any items or services that would be included as complimentary as part of the venue contract. For further enquiries, please contact Jamison at PixleyJF@state.gov, should you have further questions. Please submit your quotes to Natheer at fordn@state.gov within 14 days of the date posted to the advertising website.