Subject: Request for Quotation for Lodging Services (Hotel Rooms) for the U.S. Embassy Riyadh, Saudi Arabia. (PR10880338)

The Embassy of the United States of America would like to invite your company to submit quotation for Lodging Services (Hotel Rooms) to the U.S. Embassy Riyadh, Saudi Arabia.

All literature and discussions pertaining to this project will be in the English language. Any translations if desired by the offerors must be made at their expense. If you intend to submit a proposal, make sure you submit product technical information along with specifications, image, brochures and catalogues.

<table>
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<tr>
<th>DESCRIPTION</th>
<th>Price</th>
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<td>Hotel accommodation for 22 people for 5 nights from August 14, 2022, to August 18, 2022.</td>
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<td>Ground transportation for the trainees from airport to hotel and from hotel to airport (20 trainees).</td>
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<td>Conference room to accommodate 25-30 people. Coffee, water, and light refreshments should be available in the morning. Lunch with three options for 25 – 30 guests.</td>
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<td>Admin coordination and event management during the delivery of the workshop. Managing the feedback and evaluation process after the workshop.</td>
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Proposal Submission:

The quotation must be submitted on or before 17:00 Hrs. Monday, July 18, 2022, to RiyadhContracting@state.gov. No proposal will be accepted after this time.

Technical Capability:

The proposal shall meet all of the requirements contained herein. The offerors shall provide with their proposal, at a minimum, in written English the following information.

- Evidence that the offeror operates an established business with a permanent address and telephone listing and is registered to conduct business in Kingdom of Saudi Arabia. Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirement of FAR subpart 9.1 including:
  - Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments.
  - Satisfactory record of integrity and business ethics.
• Necessary organization, experience, and skills or the ability to obtain them.
• Necessary equipment and facilities or the ability to obtain them; and
• Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

**Other requirements:**

• A proposal must be dated, signed, and valid for 30 calendar days from submittal to the Embassy.
• Offeror must be registered in the System for Award Management (SAM) database before an award can be made to them (if the project price exceeds $20,000). If the offeror is not registered in the SAM, it may do so through the SAM website at [https://www.sam.gov/](https://www.sam.gov/) (via Google Chrome) (also see attached quick start guide for new foreign registration)
• All proposals and other correspondence must be in English language.
• Contract award will be subject to the laws and regulations of the United States of America and is being competed utilizing full and open completion procedures.

**Payment Terms & Conditions:**

*Order will be placed by US Government Delivery order /Purchase order and the payment terms will be as per US Government Prompt Payment Act (Net 30)*

**Competition:**

Contract award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures.

The Contracting Officer reserves the right to reject any and all proposals and to waive any information or minor irregularities in proposals received.

**Question Submission:**

Interested offerors may submit questions regarding this RFQ may be directed to the Contracting Officer by email at RiyadhContracting@state.gov on or before closing business **17:00 Hrs., Wednesday, July 6, 2022**. Questions not received within this time period will not be considered.

Sincerely,

[Signature]

Kathleen M. Shannon
Contracting Officer