

## **19DR8621P0925 - STATEMENT OF WORK**

The U.S. Embassy in Santo Domingo requires lodging services and conference venue spaces at a hotel in Punta Cana, Dominican Republic. The property must offer an All-Inclusive plan where all needs of the group will be provided at the same venue for a fixed price (lodging, meals, entertainment). The property must be located as close as possible to the Punta Cana Airport. The event requires 5 nights of lodging (travel days: day 1 and 6) and 4 days of meetings.

### **Location and Time**

Place: Punta Cana.

Date: August 2-6, 2021

Time: 8:00 a.m. to 6:00 p.m.

### **Lodging**

Seventy-five (75) standard or superior rooms, single occupancy, with one king size bed or two double beds, for five (5) consecutive nights and each bedroom with free Wi-Fi service offered under an all-inclusive plan.

### **Conference Venue Spaces and Set Up**

We will require conference space in Punta Cana, Dominican Republic, to accommodate up to 100 pax in school room style set up (rectangular tables 96 x 18 inches, with two pax per table and each table at a distance of 6 feet on the sides and 4 feet front and back), all facing the projector and screens, a podium with microphone, two presenters/administrators' table at each side of the room (close to the podium) and 2 chairs at each table, two areas with tables and chairs for the audiovisual equipment technicians and for the interpreters' booth (each team will occupy a corner: left and right) in the rear section of the conference room, all tables in the conference room must be dressed in colors black or navy blue only. The hotel should include in their proposal the conference rooms available to accommodate this required set up, including size in square feet. In addition to the room set up for training and the social distancing required between participants, tables the conference room should have sufficient space for the set up and allow the experts to move easily between the groups to facilitate discussion, in addition shall not have any walls or columns obstructing participants' view of the presentation screens. The main wall, where podium and screens are set up, must have black drapes as the background with two LED screens on each side and adjacent to each screen the DHS and the IPR Center logos (one on each side) printed on a white structure/back panel and LED lights to create general ambience, no stage is required (the structure, podium, presenters and VIP tables should be set up on the floor at the same level as conference participants). A registration table with two chairs should be set outside the conference rooms to distribute interpreter's simultaneous interpretation equipment and training material.

Coffee breaks should be mounted outside the conference room near the entrance and provide servers to facilitate serving the snacks and beverages to conference participants.

The first day (travel day) conference room must be available for set up and we require an additional room with capacity to 20 pax with “U” or round table set up to conduct a kickoff meeting with coordinators/interpreters and presenters. Please include bottled water for meeting participants.

For the opening day we require the additional set up of a head table for up to 6 VIPs in the front section of the room close to the podium. The VIP table should be set with bottles of water and one low flower arrangement in the center.

### **A/V Conference Equipment:**

We will require conference equipment/services at the conference venue to include:

- 2 Self Powered Mid High Speaker
- 1 Analog Console
- 2 Speakers Stands
- 1 Power Distro
- 1 Set Connectors
- 4 Wireless HH Mics
- 1 Podium Mic
- 2 Front Screen 7.5’x10’
- 2 5500 Lumens Projector
- 1 Clicker
- 3 Flip Charts + Markers
- 1 PPT Presentation Support
- 1 Acrylic Podium
- 1 full time (8:00 am to 6:00 pm) audio/visual technician to trouble shoot and assist presenters.
- 1 laptop with licensed Microsoft Office (PowerPoint), Adobe, and access to internet
- Wi-fi in the conference room for participants and instructors.
- Dedicated Lan connection (not Wi-Fi) with a minimum of 25 mb download and 5 mb of upload for interpreters/hybrid conference.

### **Catering**

Catering services during the four-day event is required, to include:

- 2 coffee breaks per day (one in the morning at 10:00 am, one in the afternoon at 3:00 pm) with light snacks, coffee, tea, juice, and water for up to 75 pax. The first day of meetings, due to the opening ceremony where we expect outside visitors, we will require the morning coffee break to be set up for 110 pax.
- Catering should include bottled water on tables to be replenished in the mornings, afternoons and throughout the conference.
- A permanent coffee station to be available for the duration of the workshop (just coffee).

## **Outside providers**

The embassy will contract interpretation and photography services separately to this scope of work. The hotel selected for the conference must allow vendor to access the property at no additional cost.

## **Additional Requirements**

- We require the hotel to prepare and install two scenic elements (DHS Logo and IPR Center Logo) on the front session at each side (left and right respectively) adjacent to the screens. Each logo with a diameter 8 or 10 feet long with white back panel as support.
- Set up for group photo at an outdoor location to accommodate 100 pax (rows set up with chairs for some participants to be seated and some standing up) at an area with an elevated structure (stage) if possible. This will happen the first day of meetings (second day of the event).
- For the opening ceremony VIP visitors will access the hotel to participate of the event. We will provide a list of names for the hotel to allow access to our visitors.
- During lunch (preferable between 12:00 pm and 1:00 pm), we need an area within the main Buffet restaurant to be reserved for the use of our group participants.
- One group dinner at one of the Specialty Restaurants where most of the participants can dine together at a specific time designated by the hotel. To Facilitate this, we can work with a pre-fixed menu. This will be the 4<sup>th</sup> night of the event.
- One hour meet and greet outside the conference room, from 5:00 pm to 6:00 pm the second day of the event will be held, first day of meetings. The location to be selected should be close to one of the bars and no additional set up is required. This is not a private event.
- In addition to the rooms included in our procurement request an additional 25 rooms will be blocked for our group with the same room rate offered to our group. These rooms will be paid directly by travelers with their credit card on the day of their check in.
- In case one of the members of our group is travelling accompanied, the guest will be responsible to cover the cost of the accompanying person. However, the hotel must offer the same rate as a double occupancy and the additional guest will pay for the difference from Single to Double rate.
- Hotel must provide along their proposal all the information, policy, procedures and facilities offered by the hotel to the guests that require a Covid-19 antigen test or a Covid-19 PCR test to return to their respective countries.
- The hotel must include along their proposal the protocol that the property follows in cases where a guest has tested positive to Covid-19 results and is not allowed to flight back to their respective country of residence. Please include the hotel's policy for quarantine a positive guest and how the costs involved are handled.
- The day of the site visit the hotel must have their conference rooms mounted in the required school room set up, as described above, the Embassy Staff will take some photos.