



REQUEST FOR QUOTATION
Education, Gender and Youth (EGY) practice

Background

The USAID/Latin American and The Caribbean (LAC) bureau is organizing a five-day workshop that will bring together the Education and Youth sector staff from around the continent. With the goal of fostering professional development, dialogue, relationship building and resource/evidence sharing.

Objective

Provide meeting venue, meal, and accommodation services for participants of the USAID LAC Regional Education Workshop that will be held in Washington, DC downtown area. First option date is from April 30 to May 5, 2023. Other close dates to this week may also be considered.

Total days	Sunday - Welcome reception for 35 participants and a total duration of 2 hours. Monday-Thursday - 4 days equivalent to 8 hour-days. Friday morning only- 4 hours.
Number of participants	45
Number of hotel rooms	20 – must accept USG per diem rate
Number of meeting rooms	One plenary room to accommodate at least 45 people. One breakout room to accommodate at least 10 participants or partitions for the plenary room to conduct breakout sessions.”
Catering	Welcome reception (Sunday night) – Non-alcoholic drink and appetizer/per person. Continental breakfast (5 days) Coffee break (2/day) Lunch plated (5 days)
Audio visual equipment	Yes*
Meeting aids	Yes*
Conference service manager	CSM ensures there’s a smooth collaboration between venue/hotel staff to deliver events services without a hitch. CSM is the point of contact to plan and conduct pre- and post-conference meetings between DevTech and respective departments at the hotel/venue.

***Other requirements**

- Set strike technician
- Wi-Fi
- At least one standard HDTV format screen (16:9)
- LCD projector
- Monitors (2)



- Meeting aids (Easel, power line extensions, flip chart and markers, white board with markers, etc.)
- Audio equipment (Speakers, wireless microphone)

Please share your quote in the excel template attached to this RFP ([Annex A, purchase requisition](#)) to CParedes@devtechsys.com no later than September 23, 2022.

Evaluation criteria:

- Cost
- Location
- Hotel accepts USG per diem rate
- Capacity and size including second room
- Food and Beverage minimums
- Conference service manager available