



**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.

<b>Total days</b>	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.
<b>Number of participants</b>	45
<b>Number of hotel rooms</b>	20 – must accept USG per diem rate
<b>Number of meeting rooms</b>	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.”
<b>Catering</b>	Welcome reception (Sunday night) – Non-alcoholic drink and appetizer/per person. Continental breakfast (5 days) Coffee break (2/day) Lunch plated (5 days)
<b>Audio visual equipment</b>	Yes*
<b>Meeting aids</b>	Yes*
<b>Conference service manager</b>	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](mailto:CParedes@devtechsys.com) no later than October 24, 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