

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
PAGE OF PAGES
1 4

2. AMENDMENT/MODIFICATION NO. 0001
3. EFFECTIVE DATE 07/06/2018
4. REQUISITION/PURCHASE REQ. NO. PR7320274-0001
5. PROJECT NO. (If applicable)

6. ISSUED BY CODE PO500
AMERICAN EMBASSY LISBON
AV. DAS FORCAS ARMADAS, ATTN: GSO/PROCUREMENT
LISBOA 1649-044
PORTUGAL

7. ADMINISTERED BY (If other than Item 6) CODE
AMERICAN EMBASSY LISBON
AV. DAS FORCAS ARMADAS, ATTN: GSO/PROCUREMENT
LISBOA 1649-044
PORTUGAL

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

(X) 9A. AMENDMENT OF SOLICITATION NO. 19P05018Q0010
 9B. DATED (SEE ITEM 11) 06/08/2018
 10A. MODIFICATION OF CONTRACT/ORDER NO.
 10B. DATED (SEE ITEM 13)

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to correct the Estimated Days for Eight Break-Out Room from 4 to 3 days. Monday December 3, 2018, Tuesday December 4, 2018 and Wednesday December 5, 2018.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED
16B. UNITED STATES OF AMERICA
(Signature of Contracting Officer)

16C. DATE SIGNED
07/05/2018

A. Hotel Rooms					
Room Category	Estimated Qty of Rooms	Price per Room per Night	Estimated Qty of Nights	Applicable Taxes (i.e., VAT)	Sub-Total
Single Rooms including breakfast and internet	150		600		
Sub-Total for Hotel Rooms					
B. Conference Rooms					
Room Category	Estimated Attendees	Price per Day	Estimated Qty of Days	Applicable Taxes (i.e., VAT)	Sub-Total
Bar area for Welcome Reception* – 6:30pm to 8:00pm	150		Two hours		
Meeting Package to include: Main Conference Room – classroom style (maximum 200 guests), writing material, bottled water, mints	150		2		
Main Conference Room – classroom style (maximum 125 guests), writing material, bottled water, mints	100		2		
Main Conference Room – classroom style (maximum 75 guests), writing material, bottled water, mints	55		2		
Break-out Room 1 – round tables for 25 guests	25		3		
Break-out Room 2 – round tables for 25 guests	25		3		
Break-out Room 3 – round tables for 25 guests	25		3		
Break-out Room 4 – round tables for 25 guests	25		3		
Break-out Room 5 – round tables for 25 guests	25		3		

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19P05018Q0010

Break-out Room 6 – round tables for 25 guests	25		3		
Break-out Room 7 – round tables for 25 guests	25		3		
Break-out Room 8 – round tables for 25 guests	25		3		
Control Room – set up with conference table for 8, buffet tables and chairs	At least 40 square meters		5		
Audio Visual Equipment (see description in attached Statement of Work)			4		
Morning Coffee Breaks – to include coffee, tea, milk, sugar; assortment of local pastries; yogurt; assorted fruit; orange juice and apple juice	150		4 total mid-morning breaks		
Afternoon Coffee Breaks- to include coffee, tea, milk, sugar; chilled still and sparkling water; apple juice; assorted fruit; nuts; yogurt	150		3 total mid-afternoon breaks		
Buffet Lunch – to include salad and soup, choice of at least two daily changing entrees (one meat; one fish/seafood), at least 4 varieties of freshly cooked vegetables and starches, selection of at least 2 daily desserts, bottle of sparkling water, still water, sodas, tea/coffee	150		4 daily meals to be served at 12:00 p.m. each day		
Sub-Total for Conference Rooms					
Sub-Total for Hotel Rooms					
Sub-Total for Conference Rooms					
Grand Total (for all hotel and conference rooms, including all taxes)					

B. Conference Room – Breakout Rooms and Meeting Package Requirements:

1. One large conference room that seats up to 200 guests on **Monday December 3, 2018 and Thursday, December 6, 2018**. Set-up shall be classroom style for use from 7:00 am to 7:00 pm daily. The Government should retain the ability to access all rooms 24 hours, if needed.
2. One large conference room that seats up to 100 guests on **Tuesday December 4, 2018 and Wednesday December 5, 2018**. Set-up shall be classroom style for use from 7:00 am to 7:00 pm daily. The Government should retain the ability to access all rooms 24 hours, if needed.
3. One large conference room that seats up to 75 guests **Tuesday December 4, 2018 and Wednesday December 5, 2018**. Set-up shall be classroom style for use from 7:00 am to 7:00 pm daily. The Government should retain the ability to access all rooms 24 hours, if needed.
4. Eight breakout rooms that can accommodate 25 guests on **Monday December 3, Tuesday December 4, 2018 and Wednesday December 5, 2018**. Set-up shall be theater style for use from 7:00 am to 7:00 pm daily. Hard-wired Ethernet should be available in these rooms.
5. One room, at least 40 square meters, to be used as a Control Room on Sunday December 2, Monday December 3, Tuesday December 4, Wednesday December 5 and Thursday December 6, 2018. A conference table for 8 guests and at least 4 buffet style tables will be needed. The Government will supply its own laptops and printers for this room. There should be sufficient electrical outlets. Hard-wired Ethernet to this room is required. Also, Wifi connectivity to this room is required. If available, a dedicated wifi connection is preferred. Wifi type should be identified in proposal.
6. A dedicated area on Sunday, December 2, 2018, provided at no cost to the Government, and suitable for a welcome reception with cash bar service.
6. At least one (1) large projector screen in front of each conference room. Preferred is two (2) large projector screens set-up on front-sides of conference room with projector and laptop. The projector type used shall have the ability to interface into the podium or stage area and have VGA, DVI, and HDMI outputs to accommodate the various display interfaces. The conference room should have Video Teleconferencing (VTC) capability for a distance speaker to participate in the sessions. Hard-wired Ethernet should be available for this connection to ensure quality. The proposal should state what protocols are required for VTC.
7. One (1) projector screen with projector and laptop for each breakout room.
8. Two (2) wireless handheld microphones (to include house sound system) for each conference room and two (2) for each breakroom.
9. Two (2) wireless lapel microphone/receiver (to include house sound system) for conference rooms.