

Eddie Baza Calvo
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

Department of Administration

148 Route 1 Marine Corps Drive, Piti, Guam 96915

Tel: (671) 475-1707 Fax Nos: (671) 475-1727/472-4217

Ray Tenorio
Lieutenant Governor

Christine Won Pat Baleto
Acting Director

Anisia B. Terlaje
Deputy Director

Invitation for Bid GSA-044-16

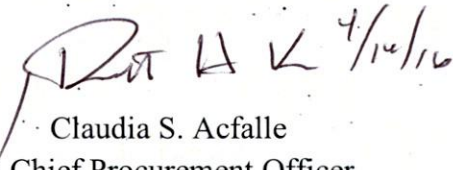
HOTEL VENUES

Amendment # 1

April 13, 2016

1. Amend to replace Page 44 of 44 with the attached
a. "Page 44 of 44, Revised 4/13/2016"

All others remain unchanged.


Claudia S. Acfalle
Chief Procurement Officer

HOTEL VENUE SIGNAGE:

Bidder shall provide directional signs in a visible area in the hotel lobby directing participants to the location of the conference within the hotel.

INTERNET CONNECTIVITY:

Bidder shall provide wireless internet connectivity accessible in the main conference room for two (2) laptops (laptops will be provided by DPHSS/DSC).

SECURING PERMITS:

Bidder shall secure all necessary permits for the prior to the day of the event

FOOD AND BEVERAGE:

Agency will coordinate with bidder regarding menu options.

MISCELLANEOUS: Agency will coordinate with bidder regarding layout And color scheme for table clothes, napkins, chair covers, etc..

TIME: 7:00am to 5:00pm

DATE: Date will be coordinated between agency and bidder.

These specifications have been developed by the staff of Department of Public Health & Social Services and approved by James W. Gillan, Director.

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED PRICE
15.1	In Service Conference Venue (Room Rental) for 200 pax with the following specifications:	2	Days	\$ _____	\$ _____

SPECIFICATIONS:

BIDDING ON / REMARKS

Room rental must be inclusive of all requirements for Meeting Room to include the following:

Round tables with 10 chairs each

Reception/Registration Tables (2) with (2) chairs Each @ Foyer

Table Linen with chair covers (assorted colors)

Table for LCD Projector and laptop

Podium Setup

Multi-Media Projector

Projector Screen

PA system for audio/microphones

Internet services with multiple users (minimum of 5 users)

Microphone with cord and stands

2 Cordless Microphones

Additional set up to include power strips, extension cords, flip charts, flip chart stands

Note pads and pens

ADA Compliant

Morning refreshments (pastries and fruit)

Lunch buffet

Afternoon snacks

All day beverage station (Iced Tea, Coffee, Iced Water)

Time: 8:00 a.m. to 5:00 p.m.

Dates will be coordinated between agency & vendor

These specifications have been developed by the staff of the Office of the Attorney General and approved by Jacqueline Z. Cruz, Chief of Staff.