

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER <b>PR15454706</b>		PAGE 1 OF 3	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER <b>19VM7025Q0010</b>	
6. SOLICITATION ISSUE DATE <b>Jul 17, 2025</b>							
7. FOR SOLICITATION INFORMATION CALL:		a. NAME <b>Khanh P. Truong</b>				b. TELEPHONE NUMBER(No collect calls) <b>+84-28-3520-4373</b>	
8. OFFER DUE DATE/ LOCAL TIME <b>17:00 on Aug 02, 2025</b>							
9. ISSUED BY  AMCONGEN HO CHI MINH CITY 4 LE DUAN, SAI GON WARD. HO CHI MINH CITY, VIETNAM				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: ____ % FOR:  <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS:  <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8 (A) <span style="float: right;">SIZE STANDARD:</span>			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
						14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO U.S. Consulate General Ho Chi Minh City 4. Le Duan Boulevard, Sai Gon Ward, Ho Chi Minh City				16. ADMINISTERED BY			
17a. CONTRACTOR/OFFERER		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18a. PAYMENT WILL BE MADE BY			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT					
25. ACCOUNTING AND APPROPRIATION DATA <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>						26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA <i>(SIGNATURE OF CONTRACTING OFFICER)</i>			
30b. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER <i>(Type or print)</i>		31c. DATE SIGNED	

**STATEMENT OF WORK**  
**MEETING PACKAGE AND ACCOMMODATION FOR TRAINING WORKSHOP**  
**IN QUY NHON FOR PERIOD FROM SEP 14 TO SEP 20, 2025**

This solicitation is to request a contractor to provide meeting packages and accommodation for the ICE Training workshop in Quy Nhon for the period from Sep 14 to Sep 20, 2025. The Contractor shall provide all required services as specified below:

1. Meeting package for 45 participants from Sep 15 to Sep 19, 2025:
  - Access to the venue one day prior to the event date for setup. A technician and/or venue representative should be on standby during the setup to assist with technical troubleshooting of the hotel sound system and hotel internet connection.
  - Set up: classroom set up with standard office supplies for all 45 participants for five days.
  - The venue for the meeting must be fully equipped with a high-speed Internet leased line, sound system, and a minimum of two wireless microphones. The venue must also have an LED/LCD screen and projector for presentations.
  - Registration table in front of the meeting room.
  - Flipcharts and markers.
  - Include one buffet lunch and two tea-breaks for 45 ppl (one in the morning and one in the afternoon) daily.
  - Standard setup of a stage and podium.
  - Print and install one backdrop size 3m x 5m or at equivalent dimension that best fits the stage.
  - Provide support to receive and store training materials, if any.
2. Accommodation:
  - Be able to provide 30 rooms for 30 participants from Sep 14 to Sep 20, 2025. All rooms would be paid under the official Purchase Order from the U.S. Consulate General Ho Chi Minh City.

3. Procurement Terms and Conditions:

- All items must meet or exceed the specifications and requirements described in the Statement of Work.
- The Contractor must be willing to accept a Purchase Order from the U.S. Consulate General HCMC. Please note that the Contractor's contract will not be accepted and signed.
- Proposals must be in local currency VND, firm fixed price to include applicable VAT and all costs associated with supplier's preparation.
- The selected Contractor must be able to accept payment within 30 (thirty) days after the orders are delivered completely, and the original correct invoice is received.
- If there are any cancellations after the Purchase Order is awarded, only services rendered will be paid.
- Please see FAR & DOSAR document for reference.

Required documents:

- ✓ SAM registration.
- ✓ Certification regarding compliance with applicable federal anti-discrimination law.
- ✓ Certification of compliance with National Defense Authorization Act (NDAA).

Please send your proposal no later than 17:00 on August 02, 2025, local time by email to the U.S. Consulate General Ho Chi Minh City to:

Ms. Khanh P. Truong

Procurement Agent

Email: TruongKP@state.gov

Procurement Team

Email: gsopurchasinghcmc@state.gov.

Thank you.