

Request for Quotation (RFQ)

To: : To Potential Vendors
From: : Institute of International Education, Inc. (IIE)
Subject: : Convocation for KAUST Gifted Student Program (KGSP)
RFQ Issue Date : August 9, 2023
RFQ Closing Date : August 29, 2023
RFQ Closing Time : 17:00 EST

Dear Sir/Madam:

The Institute of International Education (IIE) is requesting quotation for services referenced below. All quotations are due by the dates and times stated above. Any quotation received after the required time and date specified for receipt shall be considered late and non-responsive. Late quotations will not be evaluated.

Quotation Submission: Quotations, including any attachments (limited to 6MB), should be sent electronically to: aroden@iie.org. Be sure to include in the subject line: *KAUST Gifted Student Program (KGSP) Convocation 2024*. IIE will not accept quotations received by fax.

Background and Purpose: Institute of International Education

The Institute of International Education (“IIE” or the “Institute”) is a New York not-for-profit corporation that is among the world’s largest and most experienced international education and training organizations. Founded in 1919, IIE promotes educational exchange around the world through a wealth of programs and services including Fellowship and Scholarship Management, Higher Education Institutional Development, Emergency Student and Scholar Assistance, and Leadership Development. With IIE’s global headquarters in New York City, IIE has presence around the world, including in the United States (Washington D.C., Chicago, Houston, and San Francisco) and in other countries (China, Egypt, Ethiopia, Hungary, India, Indonesia, Mexico, Russia, Thailand, Ukraine, and Vietnam).

Purpose of Request for Quotation

IIE is seeking to host an event on behalf of KAUST (*King Abdullah University of Science and Technology*), the sponsor of the KAUST Gifted Students Program. This event will be inviting executive management and faculty from Saudi Arabia’s KAUST University to engage with over 480 Saudi students currently studying at various institutions across the United States under the facilitation of IIE.

The purpose of this Request for Quotation (“RFQ”) is to invite qualified vendors to submit a quotation for services referenced below.

Quotations are expected to be comprehensive and include the information set forth below. Bidders are also invited to send any additional information or supplemental material they believe will aid IIE in properly evaluating their service offerings. Please be sure to respond to each of the elements requested and frame your answers in direct response to the information being sought.

All quotes must include the following information:

A. SPECIFICATIONS/REQUIREMENTS

General:

- General information about your hotel services and facilities that can be provided to IIE
- Best prices for the following available services, including any discounts or complimentary rooms
- Rates of Single rooms, Double (Twin and King) rooms (BB + internet basis)
- Number of rooms in each class available at rates offered
- Last room availability (LRA)
- Cancellation policy to reflect no charges for last minute cancellations or no-shows
- Information on availability of ADA/handicapped accessible rooms/facilities
- Services and any applicable taxes and fees
- Free Internet access in guest rooms and meeting spaces
- Amenities available for guests, i.e. free breakfast, room service. etc.
- Food & Beverage (menus and prices)
 - Coffee Break (regular & ongoing)
 - Lunch (open buffet & seated)
 - Dinner (open buffet & seated)
 - If breakfast is not included in the room rate quoted, please provide a per-person/day estimate
 - All food service equipment (tables, platters, glassware, napkins, displays, linens, etc.)

Rooming Block:

DAYS	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Totals
DATES	8-Jan	9-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	
KING	5	15	45	70	70	70	50	15	340
QUEEN/QUEEN (DOUBLES)	0	0	0	0	242	242	242	0	706
SUITE	0	0	3	3	3	3	3	0	15
TOTAL	5	15	48	73	303	303	283	15	1061

***Please note that students (approx. 480) must be housed in double rooms divided by gender**

Meeting Space Requirements: Total # of Attendees (550)

Start Date	End Date	Space	Size
Jan 9- 8:00 AM	Jan 16 - 12:00 PM	Staff Meeting Room	45-person boardroom style
Jan 9- 8:00 AM	Jan 16 - 12:00 PM	Supply storage and staging room	Empty room (space for 30/40)
Jan 9- 8:00 AM	Jan 15 - 6:00 PM	Printing Office	20-person boardroom style
Jan 10 - 8:00 AM	Jan 15 - 6:00 PM	Executive Meeting Room	20-person boardroom (near GS if possible)
Jan 10 - 8:00 AM	Jan 15 - 6:00 PM	Small Meeting Room	20-person boardroom style
Jan 11 - 3:00 PM	Jan 15 - 6:00 PM	Registration Space	Ballroom Foyer

Jan 11 - 3:00 PM	Jan 15 - 6:00 PM	General Session Space	550 Attendees in classroom + stage & AV (12,000 sq. ft)
Jan 11 - 3:00 PM	Jan 15 - 6:00 PM	Meal Room	550 Attendees in rounds (separate from GS, 10,000 sq. ft)
Jan 11 - 5:00 PM	Jan 15 - 6:00 PM	Poster Fair Hall	320 Attendees cocktail & AV (separate from GS, minimum 10,000 sq. ft)
Lunch Jan 12	Lunch Jan 14	Outdoor Meal Space (weather permitting)	550 Attendees in rounds (minimum 10,000 sq. ft)
Jan 11 - 12:00 PM	Jan 15 - 6:00 PM	Breakout Room 1	140 Attendees, Classroom or theater & AV
Jan 11 - 12:00 AM	Jan 15 - 6:00 PM	Breakout Room 2	140 Attendees, Classroom or theater & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 3	100 Attendees, Classroom or theater & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 4	100 Attendees, Classroom or theater & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 5	100 Attendees, Classroom or theater & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 6	100 Attendees, Classroom or theater & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 7	100 Attendees, Classroom or theater & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 8	40 Attendees, Rounds & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 9	40 Attendees, Rounds & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 10	40 Attendees, Rounds & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 11	40 Attendees, Rounds & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 12	40 Attendees, Rounds & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 13	40 Attendees, Rounds & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 14	40 Attendees, Rounds & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Breakout Room 15	40 Attendees, Rounds & AV
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Nurse's Room	Small boardroom
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Prayer Room 1	Empty room (space for 10-20)
Jan 12 - 8:00 AM	Jan 15 - 6:00 PM	Prayer Room 2	Empty room (space for 10-20)

***Include meeting space layout and capacity charts with proposed rooms highlighted**

Meeting package:

- Meeting Rooms and room rental fees, if any
- Standard AV, including:
 - Projector & Screen
 - White Board
 - Podium
 - Flip Chart
 - Note pads & pens

- Sound System
 - Wireless Mic / Lavalier Mic
 - WiFi Internet Access (Meeting Room)
 - Parking Fees
- *Include breakdown of AV costs per day and room**

Food and Beverage (All Attendees):

- Friday: snack for early arrivals, lunch, break, dinner
- Saturday: Breakfast, break, lunch, break, dinner
- Sunday: ½ attendees breakfast, ½ to-go breakfast, break, lunch, break, dinner
- Monday: ½ attendees breakfast, ½ to-go breakfast

****Please be aware that all F&B must be Halal-style (no pork product or alcoholic ingredients cooked in; but does not need to be Halal-butchered)***

Requested Concessions:

- Complimentary wifi in all guest rooms and meeting spaces
- Waiving of any applicable resort fees
- Suites charged at King room rate
- 15% Food and Beverage discount
- 15% AV discount
- 1/40 comp rooms
- 10 staff rated rooms
- 15% attrition rate
- Cut off date Monday, December 18, 2023

B. EVALUATION OF QUOTATION

The Institute of International Education (IIE) may issue an agreement(s) resulting from this RFQ to the responsive Offerors whose quotation is most responsive to IIE's needs. Therefore, the Vendor's quotation should contain the best value from a price and technical standpoint. If determined to be necessary, IIE reserves the right to conduct discussions with the vendors. IIE will select the vendor whose quotation represents the best overall value to IIE in terms of the selection criteria specified below. Offerors who do not follow the instructions in this RFQ may be disqualified from consideration.

- Assessment of the Vendor's qualifications and capacity to complete the work.
- Demonstrated past experience implementing a similar service.
- Assessment of the overall cost of the quotation.
- The bidder's responsiveness and compliance with the RFQ requirements and conditions.
- The bidder's ability, capacity, and skill to fully and satisfactorily provide the services and/or items required in this RFQ.
- Reasonableness/competitiveness of proposed fee and/or benefits to the IIE.

Sincerely,

Alison Roden

Events Project Manager, KAUST Gifted Student Program

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