



**THIS IS NOT AN ORDER**

DATE: 05/04/2022

**PUERTO RICO CHAMBER OF COMMERCE  
REQUEST FOR PROPOSAL (RFP)  
ANNUAL CONVENTION AUDIO VISUAL SERVICES  
RFP No. ACAVS2022**

On behalf of  
**Finance and Accounting Director**

1. It is the Bidder's responsibility is to read the entire RFP and comply with all requirements herein.
2. The purpose of the RFP is summarized in Sections C and D.
3. **Submittal Deadline:** All responses to this RFP must be received by the Business Contact listed below before 5:00 p.m. on the due date. Late submittals will not be accepted.
4. **Submittals:**
  - a. **Submittal Number 1 – Notice of Intent to Respond (Exhibit A):** One (1) copy is due on **Thursday, May 12, 2022.** Must be received at our Office or by mail or email on or before this date at 5:00 p.m. Notices of intent received after that time and date by postal mail, email, or personal delivery will not be accepted.
  - b. **Submittal Number 2 – Bidder's Response to Request for Proposal (Exhibit B)** is due on **Thursday, May 20, 2022.** Bidder must send to the Business Contact listed below: one (1) printed copy that must be marked "Original" and contain an original signature. Each Response must be received in our Office or by postal mail on or before this date at 5:00 p.m. Responses received after that time and date by postal mail or personal delivery will not be accepted. **Proposal Response submitted by e-mail will be disqualified.**

**The Puerto Rico Chamber of Commerce will not accept faxes of the above submittals.**

<b>Business Contact (Bid Manager)</b>	<b>Legal Contact</b>
Mrs. Sharon Ferrer Finance and Accounting Director Puerto Rico Chamber of Commerce Phone: 787-721-6060 E-mail: estimados_compras@camapr.net	Mr. Leonel Barreto, Esq. Legal and Legislative Affairs Director Puerto Rico Chamber of Commerce Phone: 787-721-6060 E-mail: lbarreto@camarapr.net

**A. PURPOSE OF RFP:**

This Request for Proposal (RFP) intends to provide qualified interested parties with information that will enable them to respond with a detailed proposal to provide audiovisual services at the hotel for the 2022 Puerto Rico Chamber of Commerce's Annual Convention. The hotel is located in San Juan, Puerto Rico.



**B. SERVICES REQUIRED:**

This section guides those interested in submitting proposals to provide audiovisual services during the Puerto Rico Chamber of Commerce Annual Convention. It establishes a formal process for bidders to submit their proposals for the services requested. It is important to clarify that due to the nature of this event, there are many aspects to consider when providing the services requested in an event of this magnitude and these specifications are not all-inclusive and in no way should be considered as such. Therefore, additional specifications will be discussed when the RFP is adjudicated at a future date.

1. Audio Visual specifications: see Exhibit "C" for the minimum audio visual requirements needed for the event.

**C. QUALIFICATIONS:**

Proposals will be accepted from eligible audiovisual suppliers with experience and competency to handle large convention groups and multiple meetings or conferences. The minimum qualifications for suppliers submitting proposals are:

1. To comply with the services required in section "C" of this RFP.
2. Must provide the names, titles, addresses, and phone numbers of at least two clients for which similar services were rendered.

**D. PROPOSAL CONTENTS AND FORMAT**

1. **Title Page** Include the Audio Visual Company's name, address, email and telephone of the contact person.
2. **Table of Contents** Include a table of contents identifying sections and the number of pages.
3. **Letter of Transmittal**  
Include a statement of your understanding of the work and briefly describe your services to reach the objective. The letter must state the name(s) of the person(s) who will be authorized to make representations for the proposer, title(s), addresses, e-mails and phone numbers.
4. **Profile of the Company**  
Provide an overview of your Company. Provide a list of current or previous conventions.
5. **Services to be Provided**  
Express agreement to meet the engagement requirements as stated in the "Purpose of RFP" and "Services Required" sections of these guidelines.
6. **Fee Structure**  
Quote has to be in a detailed format by audiovisual equipment use and cost of labor.



7. **Additional Information**

Note additional information here. If there is no further information, please note: "There is no additional information to present."

E. QUOTES

1. **Fixed Quote** - The costs detailed in the quotation of the tenderer shall be final for purposes of this RFP.
2. **Preference for Members of the Puerto Rico Chamber of Commerce** - Preference will be given in this RFP to members of the Puerto Rico Chamber of Commerce who are active and up to date with their dues. If the bidder is not an active member, it may submit his Response to the Request for Proposals (Annex B) but must take into consideration that active members of the Puerto Rico Chamber of Commerce will have preference in the award. If no member of the Puerto Rico Chamber of Commerce participates and the award is made up solely of external participants who are not active members, the bidder must become one before signing the contract for audiovisual services with the Puerto Rico Chamber of Commerce.

F. TERMS AND CONDITIONS

1. Except as modified herein, the Puerto Rico Chambers of Commerce Terms and Conditions in this RFP shall govern this attainment and are incorporated by reference.
2. Offerors agreeing to abide by the requirements of the RFP are also agreeing to comply with the terms and conditions of the Puerto Rico Chamber of Commerce. The offeror shall review the attached Exhibit B. Unless the offeror notes exceptions in its proposal, the terms and conditions of the Puerto Rico Chambers of Commerce will govern. It may be possible to negotiate some of the wording in the final contract; however, many provisions cannot be changed. Offerors are cautioned that the Puerto Rico Chamber of Commerce believes modifications to the standard provisions, terms and conditions, and special requirements constitute an increased risk to the organization and increased costs. Therefore, the scope of requested exceptions is considered in evaluating proposals.

G. ORDER OF PRECEDENCE

In the event of any conflict or inconsistency between the terms of this request for proposal and the offer, such conflict or inconsistency shall be resolved first by giving effect to the terms and conditions of the contract, second to the request for proposal, and third to the proposal.

**Please include with your proposal:**

1. A brief resume of key personnel involved in the assisting group.

The lowest responsible/responsive Company's proposal complying with these conditions is normally accepted. The Puerto Rico Chamber of Commerce reserves the right to reject any or all proposals, waive immaterial technicalities in the quoting, and accept the proposal deemed most favorable to the Puerto Rico Chamber of Commerce after all proposals have been examined and evaluated.



**EXHIBIT A**

**NOTICE OF INTENT TO RESPOND**

**PUERTO RICO CHAMBER OF COMMERCE (PRCC)  
REQUEST FOR PROPOSAL (RFP)  
RFP No. ACAVS2022 (05/04/2022)**

**Submittal Copies and Deadline**

- 1. This "Notice of Intent to Respond" must be delivered by the Notice Deadline to the postal or e-mail address immediately below:

Mrs. Sharon Ferrer  
Finance and Accounting Director  
Puerto Rico Chamber of Commerce  
Miramar Plaza Center  
954 Ponce de León Ave.  
Suite 406, San Juan PR 00907-3646  
Phone: 787-721-6060  
E-mail: estimados\_compras@camarapr.net

- 2. **The Notice Deadline is 5:00 p.m., on Thursday, May 12, 2022. Late notice will not be accepted.**
- 3. This "Notice of Intent to Respond" may be emailed to the one shown above. Each Bidder is responsible for ensuring delivery of the notice no later than the Notice Deadline.

**Respondent Identification and Signature**

The person signing below is authorized to notify the Puerto Rico Chamber of Commerce that the Company indicated below intends to respond to the Request for Proposal cited above according to the Submittal Deadline and other requirements stated in the Request for Proposal.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Individual Authorized

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address



**EXHIBIT B**

**PROPOSAL COVER PAGE**  
**THIS IS NOT AN ORDER**

**RFP NO. ACAVS2022**  
**DATE: 5/4/2022**

**PUERTO RICO CHAMBER OF COMMERCE (PRCC)**  
**REQUEST FOR PROPOSAL (RFP)**  
**RFP No. ACAVS2022 (05/04/2022)**

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<b>Business Contact (Bid Manager)</b>	<b>Legal Contact</b>
Mrs. Sharon Ferrer Accounting and Finance Director Puerto Rico Chamber of Commerce Miramar Plaza Center 954 Ponce de León Ave. Suite 406, San Juan PR 00907-3646 Phone: 787-721-6060	Mr. Leonel Barreto, Esq. Legal and Legislative Affairs Director Puerto Rico Chamber of Commerce Miramar Plaza Center 954 Ponce de León Ave. Suite 406, San Juan PR 00907-3646 Phone: 787-721-6060

**Respondent Identification & Submittal Signature**

The undersigned, as Authorized Respondent, certifies that the only persons or parties interested in this Request for Proposal as principals are those named herein; that this Submittal is made without collusion with any other person, firm, or corporation; and in submitting a response to this Request for Proposal, Respondent has examined instructions, specifications, and terms and conditions of the Request for Proposal. Respondent proposes and agrees to execute and fully perform according to the instructions, specifications, terms and conditions of this Request for Proposal and Respondent's Proposal Submittal.

Company Name	Signature of Individual Authorized
Printed Name and Title	Date
Phone Number	E-mail Address



## EXHIBIT C

Below you will find a detailed description of the minimum sound requirements to be used during the activities that will take place during the 2022 Annual Convention of the Chamber of Commerce of Puerto Rico at the facilities of the Caribe Hilton Hotel. (See agenda for more details of the days and times of the events).

### Thursday, June 9 and Friday, June 10, 2022:

#### **Main Hall of the Event (Sound for 250 People) San Gerónimo B Hall:**

1 Screen (Rear Projection) 11x 17 With Dress Kit	
1 M7CL-48 Digital Mixer	6 Crown Macro-Tech 3600-2400 Amplifiers
16 VT4888DP (Line Array) L & R FLY	2 SBS 45 (Sub) L & R
4-6 Monitors JBL 715	4-6 Monitors JBL 915
4-6 Wireless Shure UR Beta /87	2 Stands K&M
4 Stand Spk	1 Splitter 48 Ch
1 Snake 48 Ch	
Show Laptop	1 Power Distro TMB 400amp
Antenas Distributor UHF	5 Cables 125' 2/0
Confidence Monitor 50"/Monitor Timer	2 Podios LED
Cables, ACC, Baterías	Setup and Teardown
Projectors HD de 10,000+ Lumens	
Sound Engineer & Technicians	

#### **Conferences (Sound for 150 People) San Gerónimo Room A**

3 Wireless Microphones  
1 Podium Microphone  
1 Screen (Rear Projection)  
Projectors HD de 7,200+ Lumens  
Show Laptop  
4 Stand Speakers  
Digital Mixer  
Confidence Monitor 50"/ Monitor Timer  
Setup and Teardown  
Sound Engineer & Technicians

#### **Conferences (Sound for 150 People) San Gerónimo Room C**

5 Wireless Microphones  
1 Podium Microphone  
1 Projection Screen (Rear Projection)  
Projectors HD de 7,200+ Lumens  
Show Laptop  
4 Stand Spk  
Digital Mixer  
Confidence Monitor 50"/ Monitor Timer  
Setup and Teardown  
Sound Engineer & Technicians





**Foyer San Cristobal- G (Sound for stage cutting Ribbon Cutting)**

- 1 Podium Microphone
- 1 Wireless Microphones
- 2 Stand Speakers

**San Cristobal- D (Sound for stage Expo Program/Activities/Raffles)**

- 1 Podium Microphone
- 2 Standard Speakers

**Conference Room (Room for 40 People) San Cristobal E-D-F:**

- 1 Projection Screen
- Projectors HD de 3,000+ Lumens
- 1 Confidence Monitor 50"/ Monitor Timer
- 1 Podium Microphone
- 2 Stand Speakers
- Digital Mixer
- 3 Wireless Microphones
- Setup and Teardown
- Sound Engineer & Technicians

**The following equipment must be available at all times (at no additional cost).**

- |                                   |                          |
|-----------------------------------|--------------------------|
| 1 Mixer Digital Yamaha LS-9 32ch. | 8 Bocinas JBL 712        |
| 4 Wireless Shure ULXP SM58        | Stand MIC K&M            |
| 4 SLS 920                         | 2 SBS 45                 |
| 4 Stand Speakers                  | 1 AC Distro Motions Labs |

**Resume:**

Speaker system, respective subwoofer boxes. "Yamaha digital mixer" with 48 channels. Monitor console on stage for monitoring control (according to the need of the orchestra or group to be hired for the music). Wireless microphone sets for podiums and artists, Microphone Stands, Vocal Microphones, Instrument Microphones, sound accessories, etc., must be supplied as suggested by the orchestra ryders. If necessary, the bidder will have a sound engineer in the room and background music. The bidder will have an available and active insurance policy with a coverage of not less than \$2,000,000. This will be to cover, but not limited to, any situation caused by mechanical failure of the equipment, damage caused by the equipment, and others.