

**PUERTO RICO CHAMBER OF COMMERCE
REQUEST FOR PROPOSAL (RFP)
ANNUAL CONVENTION PIPE & DRAPERY ASSEMBLY
RFP No. ACPD2022**

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 – Bidder's Response to Request for Proposal (Exhibit A) is due on **Thursday, May 19, 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.

Business Contact (Bid Manager)	Legal Contact
Mrs. Sharon Ferrer Finance and Accounting Director Puerto Rico Chamber of Commerce Phone: 787-721-6060 E-mail: estimados_compras@camarapr.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 assembly of pipes and drapery at the hotel for the Puerto Rico Chamber of Commerce's 2022 Annual Convention. The hotel is located in San Juan, Puerto Rico.

B. SERVICES REQUIRED:

This section leads those interested in submitting proposals to provide pipe & drape assembly during the Puerto Rico Chamber of Commerce 2022 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. Pipe and Drape Specifications – See Exhibit “B” for the minimum requirements needed to assemble the Pipe and Drape at the event.

C. QUALIFICATIONS:

Proposals will be accepted from eligible pipe and drapery assembly bidder with experience and competence to handle large convention groups and multiple meetings or conferences. The minimum qualifications for vendors to submit proposals are:

1. To comply with the services required in section "B" 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 Pipe and Drapery Assembly 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 must be in a format that details the cost of labor for assembly of pipes and drapery.
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 A) 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 Pipe and Drapery Assembly with the Puerto Rico Chamber of Commerce.

F. TERMS AND CONDITIONS

1. Except as modified herein, the Puerto Rico Chamber 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 A. 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.
3. The Puerto Rico Chamber of Commerce will not be responsible for any damage caused by the bidder services to the purchasers of the advertising displays that have been contracted directly by the companies participating in the 2022 Annual Assembly.

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 and 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

PROPOSAL COVER PAGE

RFP NO. ACPD2022

THIS IS NOT AN ORDER

DATE: 5/12/2022

**PUERTO RICO CHAMBER OF COMMERCE (PRCC)
REQUEST FOR PROPOSAL (RFP)
RFP No. ACPD2022 (05/12/2022)**

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Business Contact (Bid Manager)	Legal Contact
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 B

Below you will find a detailed description of the Pipe and Drapery Assembly requirements to be used during the activities that will take place during the 2022 Annual Convention of the Puerto Rico Chamber of Commerce, at the facilities of the Caribe Hilton Hotel.

I. Assembly Wednesday, June 8, 2022 at 8:00am to 12:00pm:

- 1) Pipe and Drapery Assembly of 8 x 10 for 38 Displays.
- 2) 38 Displays, 5 ampere.
- 3) Welcome Unit, one
- 4) Printed Graphics for the Welcome Unit.
- 5) Graphic Counter - two (2).
- 6) Stools – two (2).

Insurance Policy:

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 the installation or mechanical failure of the equipment, and any damage caused by the equipment provide by the bidder, and others.