

Opportunity Requirements Report

Opportunity Code:

Solicitation Number: 91995926Q0001

Title: Request for Quotations for Conference Space and Lodging Services

NAICS: 721110

Response Deadline: 2025-12-04T12:00:00Z

Executive Summary

Overall Fit Score: 85/100

The opportunity is well-defined with strong compliance and detailed requirements, making it a favorable option for small businesses. However, the unknown estimated value and potential penalties could pose risks.

Strengths

- ✓ Strong compliance with FAR regulations
- ✓ Comprehensive event requirements
- ✓ Clear payment terms and cancellation policies

Risks

- Estimated value is unknown
- Potential for high attrition penalties

Event Requirements

| Field | Value |
|-----------------------|--|
| Location | Houston, Texas metropolitan area |
| Date Range | March 3-6, 2026 |
| Participants (Min) | 2 |
| Participants (Target) | 80 |
| Room Block Plan | 5 rooms on March 3, 45 rooms on March 4, 45 rooms on March 5, 1 room on March 6 |
| Meeting Spaces | Multiple meeting rooms with specific configurations for various events |
| AV Requirements | Microphones, projection equipment, technical run-through, AV support for hybrid meetings |
| F&B Requirements | Light refreshments, coffee service, buffet lunch, box lunch |
| Special Logistics | Parking passes, ADA compliance, shipping/receiving, Wi-Fi access |

Recommended Hotels

1. The Royal Sonesta Houston Galleria

Location: Houston, Texas

Phone: 713-850-2828

Email: robin.taylor@sonesta.com

Contact: Robin Taylor

Match Score: 5/10

2. The Westin Galleria Houston

Location: Houston, Texas

Phone: 210.559.8972

Email: kama.scheffel@marriott.com

Contact: Kama Scheffel

Match Score: 5/10

3. Hilton Houston Post Oak by the Galleria

Location: Houston, Texas

Phone: 713-968-1345

Email: suzanne.trevino@hilton.com

Contact: Suzanne Trevino

Match Score: 5/10

4. Tru by Hilton Webster Houston NASA

Location: Houston, Texas

Phone: 9726632540

Email: Samantha.Ponce@Hilton.com

Contact: Samantha Ponce

Match Score: 5/10

5. Holiday Inn Houston-Webster

Location: Houston, Texas

Phone: 2813356272

Email: yvonne@websterhi.com

Contact: Yvonne Small

Match Score: 5/10

Compliance Requirements

| Kısaltma | Anlam | İçerik / Yükümlülük | Ne Kime Yarar | Gerekli |
|-------------------------------|--|---|---------------|---------|
| FAR 52.212-4 | Contract Terms and Conditions | Özellikle temel sözleşme koşulları (tasarım, inşaat, teslim, ödeme) | Evet | Evet |
| FAR 52.212-5 | Contract Terms and Conditions | Ek garanti ve bakım hizmetleri, ek ekipman, yedek parçalar, vergi vs. | Evet | Evet |
| FAR 52.204-24/25/26 | Covered Telecommunications | Ekipman ve hizmetler: telekom ekipmanları, kablolu ve kablosuz iletişim | Evet | Evet |
| Security/Telecom Restrictions | — | Ek güvenlik veya telekom kısıtlamaları (örneğin, telif hakkı) | Hayır | Hayır |
| Bytedance Restriction | — | TikTok/Bytedance yazılımlarına ilişkin yasaklar | Hayır | Hayır |
| EDAR 3452.201-70 | Contracting Officer's Representative (COR) | EDAR 3452.201-70 temsilcisinin tanınması | Evet | Evet |
| EDAR 3452.224-70 | Privacy Act (Education) | Katılımcı verilerinin gizliliği ve korunması | Evet | Evet |
| EDAR 3452.233-70 | Agency Protests | Eğitim Bakanlığı'na yönelik ihale itirazı | Evet | Evet |
| EDAR 3452.237-71 | Evaluation of Contractor Performance | Müşteri performans değerlendirilmesi | Evet | Evet |
| EDAR 3452.239-71 | — | — | — | Evet |

| | | | |
|--------------------|--|--|------|
| EDAR 3452.242-73 | Accessibility of Meetings, Conferences, and Seminars | Engelli bireylerin katılabilirliği (ADA Uygunlu) erişimine uygunluk | Evet |
| FAR 32.202-1(b) | Advance Payments | Peşin ödeme koşullarına ilişkin hükümler | Evet |
| FAR 13.106-2(b)(3) | Evaluation of Quotations or Offers | Farklı değerlendirme kriterleri | Evet |
| FAR 52.252-2 | Clauses Incorporated by Reference | FAR/DFAR maddelerinin referansla dahil edilmesiyle diğer hükümleri geçerli kılma | Evet |