



U.S. Department of Agriculture (USDA) Agribusiness Trade Mission (ATM) to Lima, Peru

Statement of Objectives

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## **Project Title**

U.S. Department of Agriculture (USDA) Agribusiness Trade Mission (ATM) to Lima, Peru.

### **1.0 Purpose**

The USDA Foreign Agricultural Service (FAS), Global Programs (GP) Trade Missions and Shows (TMS) Division coordinates the implementation of USDA Agribusiness Trade Missions (ATMs) to countries around the world. These missions enable U.S. agricultural producers to access new or expand to existing international markets by establishing partnerships through sales in agri-food production, processing, inputs, and value-added products. ATMs comprise a critical USDA program for the promotion of U.S. agricultural exports by providing opportunities for U.S. exporters to build relationships with potential customers overseas, gather market intelligence, and generate sales of U.S. agricultural and food products.

The TMS Division seeks support from a local Contractor in Lima, Peru or within close proximity to Lima, to provide Implementation Services for the USDA Agribusiness Trade Mission to Lima, Peru. These Services will include the following:

- Business Recruitment and Matchmaking
- Business-to-Business Meeting Coordination and Facilitation
- Logistics Management, including Transportation
- Development of Informational Materials
- Interpretation and Materials Translation, as necessary
- Securing Hotel Subcontract and Meeting Space
- Assistance to facilitate U.S. samples into the country
- Photography Services
- Follow-up Activities

### **2.0 Scope or Mission**

The Contractor shall provide support in the planning and implementation of activities associated with an ATM to Peru during the week of June 9-12, 2025. The Contractor shall provide: 1) strong ties with the public and private sector agricultural and agribusiness communities in Peru, and the region. The Contractor shall demonstrate clear capabilities related to the following:

- Host-Country/Regional Business Recruitment and Matchmaking with U.S. Companies
- Business-to-Business Meeting Coordination and Facilitation between U.S. participants and local agribusiness and industry officials
- Logistics Management (Including venue and ground transportation management for site visits to wholesale markets, retail tours, receptions (2) at the hotel and other events.)
- Translation of materials, as needed
- Interpretation, as needed
- Development of Informational Materials (including ATM Graphic Design, Plenary Backdrop, Table Tents, Name Badges, U.S. Company Brochures, Notebooks and Bags, and Welcome Packets). See language below regarding the TMS mobile platform/cVent application.
- Follow-on activities associated with the ATM

ATMs consist of three critical components that are implemented simultaneously. The U.S. Government Delegation is the first component and includes the Head of Delegation (a senior-level USDA official) who

holds meetings with appropriate host country government counterparts and conducts site visits to learn more about the local environment for agribusiness.

The second component includes the U.S. Business Delegation and focuses on the development of commercial opportunities for U.S. companies, including one-on-one business-to-business meetings. The second component also includes the provision of educational programming that improves participants' understanding of the host country market conditions – for example, a plenary session, planned in large part by the FAS/Lima office, to kick off the ATM.

The third component includes USDA Cooperator groups, trade associations, State Departments of Agriculture (SDOA), and State and Regional Trade Groups (SRTG). This component follows a hybrid schedule with some components of the U.S. Business Delegation agenda and the U.S. Government Delegation agenda. This could include, but is not limited to, educational programming and market briefs, site visits, and engagements with the host country government and USDA Head of Delegation. The size of this group may be roughly 20 organizations with two representatives per organization, for a total of 40 individuals. This component does not typically participate in B2B meetings.

The Contractor's responsibilities will focus primarily on the U.S. Business Delegation, though its work will also provide support to the U.S. Government Delegation and the Cooperator/SDOA/SRTG delegation as well. The USDA Head of Delegation (HOD) will not be announced until closer to the Trade Mission. The HOD may require a separate vehicle, additional meeting space, or other accommodations that necessitate extra planning on the part of the Contractor. Since HOD accommodations often cannot be anticipated in advance, funding for these accommodations will come from the HOD's office and *not* from the Trade Mission budget, though an amendment to the contract may be necessary to allow the Contractor to procure any additional accommodations that are needed.

### **3.0 Period of Performance**

The Contractor is expected to commence coordination of ATM preparation activities immediately upon contract award. The period of performance will be from the date of award through September 9, 2025. To initiate this process, a kick-off meeting shall be scheduled with the FAS Contracting Officer's Representative (COR) and FAS Office of Agriculture Affairs (OAA)-Lima staff within one week of the contract award. The USDA Agribusiness Trade Mission to Lima, Peru will be held Monday, June 9 through Thursday, June 12, 2025.

### **4.0 Background**

FAS-sponsored international trade missions open doors and deliver results for U.S. exporters, giving them the opportunity to forge relationships with potential customers, gather market intelligence and, most importantly, generate sales. Each year, the marketing and trade experts from USDA/FAS analyze and select a combination of existing, new, and growing markets that offer the best prospects for U.S. agricultural farm and food exports.

ATMs generally include visits to one or more countries. Peru will be the only country visited during this ATM, though some ATM activities and site visits will likely be held in different locations in and around the Lima area. GP/TMS has budgeted to be able to support lodging for 10 buyers from the region (Ecuador and Bolivia) to Lima to participate in the business-to-business meetings and other ATM networking activities. The ATM structure allows for four days in-country for a single location trade mission.

During that time, participants will receive first-hand education from FAS selected presenters about business conditions in the country and region through meetings with local companies and government officials, interactions with U.S. Embassy or Consulate staff, site visits to local business facilities, and informal networking with other mission participants. Additionally, companies will have a total of two full days for targeted business-to-business meetings to forge relationships and to sell U.S. agricultural products.

USDA/FAS/GP/TMS solicits proposals from local contractors in the ATM host-country, working with the General Services Officer (GSO) at the U.S. Embassy or Consulate in-country to post on their website. Among other experience and competencies, the Contractor shall have familiarity with individuals and companies in the local agribusiness sector.

## **5.0 Performance Objectives**

U.S. participants will receive first-hand education about the business environment and market opportunities in Peru and the surrounding region through presentations from local/regional private sector companies and government representatives; visits to agricultural production venues, retailers, wholesalers, and other appropriate agribusinesses; business-to-business meetings with prospective host-country or regional partner companies; and informal networking with other ATM participants.

The success of the ATM depends primarily on recruiting the most appropriate Peruvian and regional companies that would provide germane and successful matchmaking opportunities for the U.S. agricultural companies and industries identified for each ATM. In this context, relevant and appropriate companies include Peruvian and regional companies whose needs align directly with the U.S. products being featured as part of the ATM and are either already established/successful or up-and-coming businesses who might make good business partners for U.S. companies. U.S. agricultural exports to Peru and the region are diverse. At this preliminary stage, the following U.S. export industries are likely to be highlighted: Consumer-oriented products including, beef and beef products, pork and pork products, poultry and poultry products, dairy products, food preparations, snack foods, bakery goods, tree nuts, confectionary products, wine, distilled spirits, condiments and sauces, dog and cat food, and healthy foods (low-sodium, low-sugar, low-fat content); intermediate products, including ethanol, live animals, planting seeds, sweeteners, and feed ingredients; and bulk products including pulses.

A successful trade mission will result in new contacts between U.S. exporters and foreign buyers, and increased sales of the and other U.S. agricultural and food products to Peru and the region.

## **6.0 Deliverables / Schedule**

### **6.1 Summary of Responsibilities**

Recruitment and selection of U.S. companies is done by USDA/FAS/GP/TMS in Washington, DC, in coordination with the FAS Office of Agricultural Affairs in Lima. In coordination with Lima, the Contractor shall take the lead to identify appropriate agribusinesses (importers, wholesalers, distributors, etc.) in Peru and the region to participate in the ATM based on U.S. company participation and target market sectors. The selected companies from Peru and the region will meet one-on-one with U.S. agricultural companies during the ATM to discuss partnerships and potential sales of U.S. agricultural and food products. The Contractor, in coordination with the FAS Lima office, will also work with those participating U.S. companies that are interested to ship samples to facilitate logistics for getting the product into the country.

Additionally, the Contractor shall organize ATM logistics as outlined in the sections below. This will include incorporating and utilizing the TMS mobile platform/cVent application, a third-party vendor for which USDA/FAS will bear all cost and make available to the vendor at no cost. The TMS mobile platform/cVent application will be primarily managed by FAS-Washington staff with support from the Contractor. The mobile application will be utilized for organization and management of business-to-business meetings and dissemination of information and materials, to the extent possible. This will provide a platform to allow for more immediate updates, including notification of schedule changes for business-to-business meetings and other events, and a reduction of hard copy materials. The Contractor shall designate at least one member of its team who will have permissions to the TMS mobile platform/cVent application, and who will coordinate with a member of the USDA team to make any changes to the business-to-business meeting schedule and notify participants via the application.

## **6.2 Kick-Off Meeting**

The Contractor shall commence coordination of ATM preparation activities immediately upon contract award. To initiate this process, a kick-off meeting shall be scheduled with the FAS Contracting Officer's Representative (COR) and FAS Office of Agricultural Affairs (OAA) Peru staff within one week of contract award.

## **6.3 Business-to-Business Meeting Recruitment, Coordination, and Facilitation**

### **6.3.1 Recruitment of Host-Country Companies for Business Meetings with U.S. Companies**

The Contractor shall recruit host-country agribusiness companies for one-on-one meetings with the U.S. companies participating in the ATM. The methodology for this recruitment will be determined by the agricultural and food sectors represented by the companies selected for the ATM opportunity. Ultimately, the Contractor shall be responsible for creating a schedule of business-to-business meetings for each participating U.S. company that includes a range of 8-10 meetings per day with relevant companies from Peru and the region. After the schedule matchmaking takes place, USDA/FAS/GP/TMS staff will then make the business meeting schedules available to each participant on the TMS mobile platform/application. Any changes to the schedule will be made and communicated through the TMS Mobile Platform/App or through direct communication between the Contractor and U.S. companies. The Contractor shall provide a hard copy of each participant's business schedules to them on-site during the mission. Companies bidding on this project shall plan their budget based on 40 participating U.S. companies (estimating 2 representatives from each company, for a total of 70-80 U.S. company participants), though the final number of U.S. companies may differ from that figure slightly. The proposed meeting schedule will be reviewed by USDA on a weekly basis beginning four (4) weeks prior to the ATM to ensure that companies from Peru and the region scheduled to meet with U.S. businesses do comprise legitimate opportunities for the U.S. Business Delegation. The Contractor shall maintain responsibility for inviting and confirming the foreign companies' intention to participate in their scheduled business-to-business meetings, as well as sharing with the foreign companies their specific schedule of meetings with U.S. businesses. The Contractor shall provide USDA/FAS/GP/TMS with an electronic master schedule of all business-to-business meetings that USDA/FAS/GP/TMS can then upload to the TMS mobile platform/application two weeks prior to the start of the ATM. Management and communication of the foreign companies' schedules can also be done through the TMS mobile platform/application. The Contractor shall also provide USDA/FAS/GP/TMS with websites and profiles for all host-country businesses proposed to meet with U.S. companies for review. The Contractor is encouraged to propose to USDA the inclusion of host-country or U.S. trade associations, other non-governmental organizations, and public sector offices whose participation might be relevant and helpful to the U.S. Business Delegation.

### **6.3.2. Preparation of the ATM Information Package for U.S. Business Delegation**

The package will contain current information about the trade opportunities in Peru and the region's agribusiness sectors with data covering general economic conditions and statistical information, and a brief description of potential foreign partners with whom U.S. company representatives will meet. The brief description of potential foreign partners shall include details on product lines and their products of interest, as well as their role in the market (for example: retailer, distributor, processor). The package will also contain a list of local restaurants; a list of relevant contact information, including emergency numbers in-country (Contractor point of contact, hospitals, U.S. Consular Services, etc.); a pen and notebook designed for the ATM; a dual flag friendship pin (U.S. and Peruvian flags, with U.S. on the left and Peru on the right); and a map that includes the location of the hotel and U.S. Embassy/Consulate. The Contractor shall budget for the design and distribution of a bag with the ATM logo for the U.S. participants. The information package will be handed out to participants upon their arrival at the designated hotel.

Information about the foreign companies with whom the U.S. companies are scheduled to meet will be disseminated to all U.S. participants no less than two weeks prior to the ATM. This will provide U.S. companies an opportunity to conduct due diligence about their potential meeting partners. USDA recognizes meetings will continue to be scheduled until the implementation date of the ATM. The final schedule and any subsequent changes will be communicated to participants via the TMS mobile platform/application, or other means, as necessary. Hard copies of the schedules will also be made available should any of the participants request one.

### **6.3.3. Compilation of U.S. Company Profile Brochure**

USDA will provide the Contractor preliminary company profiles for all U.S. Business Delegation participants and member organizations. The Contractor shall then coordinate with USDA/FAS/GP/TMS to finalize the company profiles (to include head-shot pictures and company logos), ultimately obtaining written approval of the profile from each company. Hard copy brochures will also be made available to all participants. The brochure profiles will contain each company's headquarters address (as well as any other facilities it wishes to highlight), contact details, primary contact person, logo, and brief company profile. A translated version of the brochure shall be made available to foreign representatives, if needed. This brochure will provide value as a promotional and matchmaking tool.

### **6.3.4. On-Site Business-to-Business Meeting Coordination**

The Contractor shall provide on-site coordination of the business-to-business meetings. This includes provision of a registration desk where foreign buyer representatives and U.S. business participants will check in, as well as the provision of troubleshooting and facilitation of additional on-site business meeting matchmaking wherever possible. As organization and notification of the business meetings will be largely managed via the TMS mobile platform/application, the Contractor shall also designate at least one member of its team who will have permissions to the TMS mobile platform/application, and who will coordinate with a member of the USDA team to make any changes to the business-to-business meeting schedule, as needed. Contractors will elaborate on their proposal for managing this element of the program. The Contractor will also arrange for consecutive interpretation for business meetings.

## **6.4 Logistical Responsibilities**

### **6.4.1. Venue Coordination**

The Contractor shall contract and act as signatory with an appropriate hotel that can lodge the delegation and host all appropriate hotel-based meetings during the ATM. “Appropriate” is defined in the context of this document as a five-star venue that meets the approval of FAS Lima and USDA/Washington staff. The Contractor shall provide a rationale for identifying the recommended venue (e.g., proximity to the city’s business center, availability during required dates, conference facilities, etc.). The hotel requirements for Lima include the following:

- A single meeting room large enough to host a half-day plenary session and lunch for all ATM participants. The contractor should plan for approximately 120-150 individuals, though this number could vary depending on the number of confirmed participants. The room will include two LCD projectors, two monitors, high speed connection to the internet, stage, podium, and eight microphones.
- A single meeting room that is large enough to host all business-to-business meetings for the entire ATM program (2.5 days). This room can be the same room as the plenary session room if it can easily be repurposed/reorganized for such purpose.
- A centralized control room where both the Contractor and USDA program management staff can coordinate ongoing ATM activities. The control room shall be set up on Saturday, June 7, 2025, through Friday, June 13, 2025. The room will include 1 computer workstation (with reliable, high-speed connection to the internet), 1 printer (one color and one able to produce double-sided pages and connected to the aforementioned computer workstation), 1 copier (which can be conjoined with the printer), and an adequate number of conference tables to seat 8-10 people. The Contractor shall provide staffing, as needed, for the Control Room to supplement the USDA delegation staff. A diagram of USDA’s preferred layout and needs will be provided prior to the kick-off meeting. 24-hour access to the control room is required before and during the event.
- A break-out room(s) that can be utilized by the USDA Head of Delegation, or where smaller meetings can be held, as needed. The break-out room(s) will be able to accommodate participants ranging from 2-20 people. USDA will coordinate with the Contractor about specific needs for a given activity. A break-out room(s) will be secured for the duration of the ATM.
- The Contractor shall secure a room block for the entire U.S. Business and Government Delegations, as well as the 15 sponsored buyers from the region and outside Lima. No deposit will be paid on the room block. All lodging rooms occupied by the U.S. Business and Government delegations will be paid individually by the participants. The Contractor shall secure the block at a rate that conforms to (or falls below) U.S. government per diem guidelines. The Contractor shall request a complimentary upgrade for, at a minimum, the USDA Head of Delegation and lounge access for the USDA delegation. A specific list of individuals for whom additional complimentary upgrades might be requested will be provided by USDA.
- The Contractor shall pay the lodging for up to 15 sponsored buyers from the region.

#### **6.4.2. Meals**

The lodging rate secured by the Contractor shall also include complimentary breakfast for the individual guests. Lunches at the hotel during the ATM (for example, following the plenary session and during the business-to-business meetings) shall be included and detailed in the cost proposal. Lunches will be provided for all members of the U.S. Government delegation, U.S. Business Delegation, and visiting foreign buyers, as well as a specified number of invited guests (including panelists, host-country company representatives, and others as outlined specifically by USDA). Proposal budgets shall be built with estimates of 150 people per lunch. Morning and afternoon coffee stations shall also be included in the proposal.



### **6.4.3. Receptions**

The Contractor shall plan for up to three receptions that will be held in a space at the contracted hotels/offsite in Lima and that will include beverages and heavy appetizers for all ATM participants and others as invited by USDA. The first will be an Icebreaker Reception for only the U.S. delegation on the evening of Sunday, June 8, 2025, prior to the plenary session and official ATM kickoff. The second will be a Welcome Reception on the evening of June 9 or 10, 2025 and may be held offsite. The Contractor shall also be responsible for planning an optional closing reception or cultural activity, which may take the form of a dinner, for ATM participants held on Thursday, June 12, 2025. USDA is open to recommendations from the Contractor on the locations for the Welcome Reception and the closing dinner/cultural activity. The guest list for each event will be provided to the Contractor and will include ATM participants and other key stakeholders. The Contractor shall then plan the function, seeking approval from USDA before committing to any sub-contracts. This includes circulating invitations, procuring the venue, and coordinating all other logistical details (music, transportation as necessary, etc.) for the event. The Contractor shall budget for an estimated 100 guests for the Icebreaker Reception, an estimated 200-300 guests for the Welcome Reception, and an estimated 100 guests for the cultural activity/dinner.

### **6.4.4. Ground Transportation**

The Contractor maintains responsibility for all ground transportation movements related to the ATM. This includes the following:

- Round-trip transportation for ATM participants (U.S. Delegation, Regional Importer Delegation, and U.S. Government Delegation) between the airport and hotel upon arrival and departure.
- The Contractor shall obtain each participant's flight itinerary (provided by USDA) and plan accordingly. The transportation plan will be included in the bidder's methodology. This includes the following:
  - Individual or small group airport pick-up upon arrival in each city;
  - Group pick-up upon arrival in each city;
  - Transportation from the hotels to the airport at the conclusion of the event, to include individual transportation for approximately 100 people. This number may fluctuate, and some people will likely arrive/depart on the same flights (which would enable the option for small group transportation via vans).
- Appropriate group transportation to all off-site activities related to the ATM. These include any site visits, meetings, or receptions that occur outside of the hotel. USDA will provide the Contractor with a schedule of events and the participant list for each activity, and the Contractor shall secure appropriate transportation for those participants. This will likely amount to 3-4 days of group transportation, and group transportation for the Welcome Reception, the Closing Reception, and optional cultural event/dinner, as well, depending upon the location. Please prepare a budget for group ground transportation needed to support approximately 120 people, though this number may fluctuate slightly.
- If the USDA Head of Delegation requires individual treatment or proper security protocol, it will be coordinated directly by USDA.
- The Contractor shall also plan to support transportation for parts of the U.S. Government delegation and potentially the USDA Head of Delegation as needed during the week of the event. Funding for any additional transportation needs for the Head of Delegation will come directly from the Head of Delegation's office, and not from the Trade Mission budget.

## **6.5 Other Tasks**

### **6.5.1. Follow Up and Evaluation**

After the ATM the Contractor shall submit a Mission Report with information about meetings, agreements, and conclusions no later than three months after the last day of the ATM.

## **6.6 Delivery**

The Contractor shall include, as part of its methodology for overall delivery of the work described above, a detailed schedule for accomplishing the individual tasks described. The Contractor shall seek and receive approval from the USDA COR before finalizing any written materials, contract matters, or other decisions that impact the scope or delivery of the ATM.

## **6.7 Place of Performance/Draft Itinerary**

The ATM associated with this contract will be performed in Lima, Peru. The formal agenda begins Monday, June 9, 2025, with participants arriving to Lima primarily on the preceding weekend. The Icebreaker Reception will take place on the evening of Sunday, June 10. A preliminary schedule that remains subject to change but provides general guidance on the sequence of events follows:

### **Draft Itinerary / Lima, Peru**

#### **Saturday, June 7**

Participants Arrive in Lima

#### **Sunday, June 8**

Participants Arrive in Lima

Evening Icebreaker Reception

#### **Monday, June 9**

Morning Plenary Session and Briefing from U.S. Embassy and local private industry on Doing Business

Afternoon Site Visits

Afternoon Public/Private Sector Meetings

#### **Tuesday, June 10**

Full day Business-to-Business Meetings for U.S. Companies

Public/Private sector meetings and site visits for U.S. Government Delegation

Evening Welcome Reception for all ATM participants and invited guests

#### **Wednesday, June 11**

Full day Business-to-Business Meetings for U.S. Companies

Public/Private sector meetings and site visits for U.S. Government Delegation

#### **Thursday, June 12**

Site visits

Public/Private sector meetings and site visits for U.S. Government Delegation

Cultural Event: To be determined, may be a dinner

Participants Depart for flights back to the U.S.

#### **Friday, June 13**

Participants Depart for flights back to the U.S.

**Key Deliverables**

Item No.	Deliverable	Objective	Due
1	<i>Familiarization and Utilization of TMS mobile platform/cVent application, and Contractor Designation of App Coordinator</i>	<i>The TMS mobile platform/application shall be utilized for organization and management of business-to-business meetings and dissemination of information and materials, to the extent possible. Additionally, the Contractor shall designate one member of its team who will have permissions to the TMS mobile platform/application, and who will coordinate with a member of the USDA team on its use. Ref. Subtask 6.1.</i>	<i>Approximately one month before the ATM takes place, with the expectation of increasing time spent on the TMS mobile application during the ATM</i>
2	<i>Kick-Off Meeting</i>	<i>The Contractor shall commence coordination of ATM preparation activities immediately upon contract award. Ref. Subtask 6.2.</i>	<i>USDA/FAS will organize one week after contract award</i>
3	<i>Recruitment of Host Country Companies for Business-to-Business Meetings</i>	<i>The Contractor shall recruit host-country and companies from Peru and the region to meet with U.S. companies participating in the ATM. <b>The Contractor shall generate an individualized schedule of 8-10 B2B meetings per day for each participating U.S. company.</b> Ref. Subtask 6.3.1</i>	<i>Agribusiness sectors represented by U.S. companies selected to participate in the ATM will determine which host-country and regional companies are recruited. The Contractor shall commence buyer/importer recruitment once U.S. company participation is confirmed approximately three months prior to the ATM.</i>
4	<i>ATM Information Package for U.S. Companies</i>	<i>The information package will contain the materials referenced in Subtask 6.3.2 above. Information will also be disseminated to U.S. participants using the TMS mobile platform/application.</i>	<i>Information about the foreign companies with whom the U.S. company representatives are scheduled to meet will be disseminated to all U.S. participants no less than two weeks prior to the trip (no later than May 26, 2025).</i>

5	<i>Compilation of U.S. Company Profile Brochure</i>	<i>Hard copy brochures will also be made available to all participants. A translated version of the brochure, if necessary, shall be made available to all participating foreign buyers. Ref Subtask 6.3.3 above.</i>	<i>The U.S. company profile brochure will be made available to all participating foreign buyers on the first day of the ATM.</i>
6	<i>On-Site Business-to-Business Meeting Coordination</i>	<i>The Contractor shall be responsible for coordination of the business-to-business meetings onsite, as well as dissemination of information, schedule changes, etc., pertaining to the business-to-business meetings via the TMS mobile platform/application, and other means, as necessary. Ref Subtask 6.3.4 above.</i>	<i>The Contractor shall be responsible for business-to-business meeting coordination for the duration of the ATM.</i>
7	<i>Venue Coordination</i>	<i>The Contractor shall be responsible for securing five-star hotel accommodations, to include a room block for the entire U.S. Government delegation, U.S. Business Delegation, and participating sponsored regional buyers. No deposit will be made on the room block. The Contractor shall also be responsible for securing meeting space at the hotel, as referenced in Subtask 6.4.1. The lodging rate will include breakfast, and the Contractor shall also budget for lunches during the ATM, as specified in Subtask 6.4.1.</i>	<i>The Contractor shall contract with an appropriate venue as soon as possible following the contract award.</i>
8	<i>Receptions</i>	<i>The Contractor shall be responsible for planning three receptions (Icebreaker Reception, Welcome Reception, and Closing Dinner/Cultural Activity) during the ATM, as referenced in Subtask 6.4.3.</i>	<i>At least one of the receptions will be held at the hotel venue, ref 'Venue Coordination' above.</i>
9	<i>Ground Transportation</i>	<i>The Contractor shall provide for Ground Transportation as specified in Subtask 6.4.4. above, and budgeting for any COVID-19 considerations to allow for social distancing.</i>	<i>Secure upon contract award.</i>
10	<i>Follow Up and Evaluation</i>	<i>The Contractor shall submit a Mission Report, as referenced in 6.5.1. above.</i>	<i>Due no later than three months after the last day of the ATM (by September 12, 2025)</i>

## 7.0 Operating Constraints

*The SOO will provide Offerors with the maximum flexibility to propose innovative approaches and solution. However, there may be constraints that the Government must place on the solutions. This section shall identify all constraints associated with the requirement including, but not limited to, information assurance and architecture; network accessibility; security; privacy; safety considerations/constraints; and existing policies, directives, and standards.*

## 8.0 Attachments

Attachment 1 - Potential Lima Hotels

### Attachment 1 Potential Lima Hotels

The following hotels could be suitable options for conference space for this event. These venues are in Lima and fit the high-quality hotel description (e.g., all are five-star hotels) and meet the conference space standards for an event of this nature. At the date of this market research investigation, they all currently have the capacity and conference space availability for this event. Post is currently confirming with RSO that there are no security concerns that would exclude consideration of any of these options.

#### **The Westin Lima Hotel & Convention Center**

Address: Av. las Begonias 450, San Isidro, Peru

POC:

Email: [reservaswestin@libertador.com.pe](mailto:reservaswestin@libertador.com.pe)

Mobile: +51 1-2015000

#### **JW Marriott Hotel Lima**

Address: Av. las Begonias 450, San Isidro, Peru

POC:

Email: [reservations.lima@marriott.com](mailto:reservations.lima@marriott.com)

Mobile: +51 1-217-7000

#### **Hilton Lima Miraflores**

Address: Avenida La Paz 1099, Miraflores, Peru

POC:

Email: [reserve.lima@hilton.com](mailto:reserve.lima@hilton.com)

Mobile: +51 1 2008000

#### **Swissotel Lima**

Address: Via Central 150, Centro Empresarial Real, San Isidro, Lima

POC:

Email: [reservations.lima@swissotel.com](mailto:reservations.lima@swissotel.com)

Mobile: +511 421 4400

#### **Miraflores Park A Belmond Hotel**

Address: Avenida Malecon De La Reserva 1035, Miraflores, Lima

POC: Erika Toro - Area Director of Sales, Hotels, Peru

Email: [erika.toro@belmond.com](mailto:erika.toro@belmond.com)

Mobile: +51 1 610 4000