

Sample Compare Bids Report

Banking Yearly Meeting

RFP Code: XXXXX3334XXX

Event Name: Banking Yearly Meeting

Event Dates: 07/19/2021 - 07/20/2021

*(Cvent indicates in header if a supplier bids on alternate dates)

Supplier Information: (Pulled from Cvent Profile)

Name:	Hotel A - Ideal Proposal	Hotel B - Less than Average Proposal	Hotel C - Incomplete Proposal	Cvent Info and Best Practices
Image:				Thumbnail is pulled from your listing image in your Cvent profile.
Supplier Type:	Hotel	Hotel	Luxury Hotel	
Chain:	Independent Chain	Independent Chain	Independent Chain	
Brand:	Independent Brand	Independent Brand	Independent Brand	
Website:	view website	view website	view website	
Address:	123 Hotel Way Chicago, Illinois, 01234 USA	234 Hotel Way Chicago, Illinois, 01234 USA	345 Hotel Way Chicago, Illinois, 01234 USA	Pulls from how your address is listed in Cvent profile.
Total Guest Rooms:	1198	610	347	
Total Meeting Space:	65,000 Sq. Ft.	45,000 Sq. Ft.	7,000 Sq. Ft.	Pulled from profile - in increments of 1,000
Largest Meeting Room:	19,193 Sq. Ft.	7,953 Sq. Ft.	2,223 Sq. Ft.	Pulled from whatever you largest room is on your Cvent meeting capacity chart.

Overview:	Hotel A is a historical hotel in the heart of our city. Our location is convenient to public transportation (metro rail), we are a half of a mile away from the convention center, and we have the largest amount of meeting and banquet facilities in the area. All of our board rooms have windows, all of our ballrooms have tear-down walls, and we have some very unique outdoor function space.	Hotel B is a great hotel for business or leisure travel. There are many different activities to do around the area whether you are with your family or traveling on our own.	Hotel C is a great place to visit. We have plenty of meeting space and 150+ sleeping rooms. We look forward to having you visit!	<i>Venue Description from Cvent profile can be up to 4,000 characters. An ideal hotel will make sure their description is unique and meeting-specific.</i>
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Contact Information: (Pulled from Proposal)

Contact Name:	Sally Smith	Jim Johnson	Betty Brown	<i>If you have your own login, contact info will automatically populate</i>
Title:	Senior Sales Manager	Sales Manager	sales manager	<i>Make sure letters are capitalized.</i>
Organization:	Hotels Worldwide - Hotel ABC	b Hotels		<i>Be detailed with your information.</i>
Email Address:	xxxx@xxx.com	xxxx@xxx.com	xxxx@xxx.com	
Numbers:	555-555-5555 444-444-4444	555-555-5555 555-555-5555	555-555-5555	<i>Phone appears first. Fax appears second.</i>
Additional Information:	Feel free to call or email me from 9-5 CST. Reach me on my mobile (555555-5555) or email for emergencies!	Please feel free to call me with any questions!		<i>Write the best way and time to reach you!</i>

General Information: (Pulled from Proposal)

Proposal Status:	Submitted Proposal	Submitted Proposal	Submitted Proposal	
Proposal Sent Date:	23-Nov-20	25-Nov-20	29-Nov-2020	<i>It is easy for a planner to compare who responded quickly, so make sure you respond in a timely manner.</i>

Proposal Introduction:	Hotel A will be a great fit for your upcoming event. Three things that set us apart from our competition that will be of value to you are: 1. We have free internet in our rooms. 2. We renovated all of our carpeting in all of our meeting space last fall. 3. We have three different unique independent restaurants on-site that are all great for meeting space.	Dear Miss Johnson - Thank you so much for considering our hotel. I think we would be a great fit for your hotel. We look forward to hearing back from you!		<i>Can be auto-populated. The ideal proposal gets to the facts, avoids fluff, and provides valuable details about your hotel. Address Decision Factors, Business Objectives, and other requests from the RFP in this introduction when selling.</i>
Proposed Dates:	19-July-2021 - 20-July-2021	19-July-2021 - 20-July-2021	19-July-2021 - 20-July-2021	<i>If your proposed dates are different than the preferred dates of the planner, that is okay! The changed dates will appear in this report.</i>
Availability:	Available 1st Option	Available 1st Option	Available 1st Option	<i>Required field.</i>
Additional Information:	Availability first option can be held for two weeks once we hear from you!			<i>Great way to indicate details on how long you hold space for.</i>
Commission:	10.00	10.00	10.00	<i>Only applicable to third party planners.</i>
Total Estimated Cost:	USD \$4,977.36	USD \$6,400.00	USD \$5,000.00	<i>Cvent rolls up based on sleep room, F&B minimum, and estimated meeting costs proposed.</i>
Offered Concessions/ Contractual Requirements:	**2 Suite upgrades at group rate to King Suites **10% off 2010 Banquet FandB **Comp internet in rooms for all your guests	Agree to your concessions in your RFP.		<i>The ideal proposal is responsive and provides specific information of your offering rather than generically agreeing or leaving blank.</i>
Sleeping Rooms (Pulled from Proposal)				
Sleep Room Needs Met?	Yes Our 250 Sleep Rooms (and 50 suites) are 1920s classic theme with a modern twist. We have our Deluxe Rooms, executive suite, or presidential suite available during your stay.	Yes We look forward to hosting you in our award-winning sleep room beds!	Yes	<i>If you don't include notes about your sleep rooms and your competitors do, your proposal looks blank. Consider adding details on what kind of rooms you have, or what is included in those rooms.</i>
Sleeping Room Dates	19-July-2021 - 20-July-2021	19-July-2021 - 20-July-2021	19-July-2021 - 20-July-2021	
Total Room Nights	100	100	100	<i>Pulls from number of rooms bid on in proposal</i>
Peak Room Nights	50	50	50	

Sleeping Room Cost	USD \$2,385.00	USD \$2,685.00	USD \$2,235.00	<i>Cvent rolls up</i>
Rates:				
Any (Run of House)				
Single (1 Bed)	USD \$159.00	USD \$179.00	USD \$149.00	<i>Majority of business in Cvent is awarded to a bid with a middle room rate (not lowest / highest rate)</i>
Double (2 Beds)	USD \$159.00	USD \$179.00	USD \$149.00	
Suite				
Staff	USD \$139.00			
Additional Information:	Deluxe rooms are 350 sq. feet, double queens or single king. They include 40 in. flat screen with cable, in-room safe, i-pod dock, 6 count thread bed			<i>Include selling features about your rooms in the additional information boxes will set your rates apart from your competition.</i>
Sleeping Rooms (Alternate Dates 1)	26-July-2021 - 27-July-2021			<i>If the planners are flexible, provide them alternate options and rates. You never know!</i>
Sleeping Room Cost	USD \$119.00			

Room Rental Costs (Pulled from Proposal)

Meeting Room Needs Met?	Yes Ballroom proposed for main event has large windows with view of city (10th floor)	Yes	Yes	<i>Ideal proposals fill out meeting room details. If you don't include notes about your meeting room availability and your competitors do, your proposal looks blank.</i>
Service Charge:	24.00%	24.00%		
Applicable Tax:	11.50%	11.50%		
Additional Fees:				
Occupancy/Other Tax:	7.000%			
Additional Information	Occupancy tax covers state and city taxes for our hotel.			

Meeting Rooms (Pulled from Proposal)

Day 1 (8:00AM–9:00AM) Company Breakfast (Breakfast) Size:2,500 Sq. Ft. 24 Hour hold: No Note: Buffet Preferred!	Room: Kork Restaurant Size: 3,000 square feet Height: 12.00 feet Note: Will close restaurant for your buffet.	Room: Lobby of Hotel Size: 8514 square feet Height: 13.00 feet		<i>Provide as much information as you can in the meeting room agenda, if the planner is requiring information of you.</i>
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Day 1 (9:00AM-2:00 PM) Breakout Session (Breakout) Note: Need Note Pads & Pencils + Bottle of Mineral water per person	Room: Bird Room Size: 814 square feet Height: 19.00 feet Note: We will be sure to provide notepads, pencils, water for room, and will provide complimentary coffee station in back!			Address any notes they provide to close the communication gap, and show that you are reading their requests.
Day 2 (1:30 PM-5:00PM) "Management" Sessions (Breakout)	Room: Pelican Room Size: 814 square feet Height: 19.00 feet	Room: Room 123 Size: 8514 square feet Height: 19.00 feet		
Day 3 (5:00PM-7:00PM) Workshop (Meeting) Note: Mic & Speakers	Room: Grand Ballroom Size: 8514 square feet Height: 19.00 feet			

Food & Beverage (Pulled from Proposal)				
Total F&B Minimum	USD \$3,600.00	USD \$3,000.00		<i>Ideal proposals fill in costs. If you don't include prices and competitors do, the proposal looks blank.</i>
Estimated Costs:				
Break - AM	USD \$800.00 Inclusive – Will waive fee!	n/a	-	<i>All F&B costs can be auto-populated into your proposals (notes included)</i>
Breakfast - Continental	USD \$30.00 Per person per hour +Tax and Service	USD \$30.00 Per person per hour +Tax and Service	-	
Reception - Beverage	USD \$17.00 Per person per hour +Tax and Service	n/a	-	
Service Charge:	20.00%	24.00%		
Applicable Tax:	11.50%	11.50%	24.00%	

Attachments: (Pulled from your Cvent Document Library or your personal computer)				
	E-Menu: A/V Pricing List; Floor Plans and Meeting Space	Corporate Brochure		<i>Attachments can be clicked into by the planner from their report. Making information easily accessible to a planner (like a floor plan) is key.</i>

A/V and Internet Costs (Pulled from Proposal)				
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A/V and Other Needs:	All of our audio visual equipment is ordered through our in-house AV company, XXX Technologies. The contact person is Chris Daniels and he would be happy to talk about your needs and provide pricing. His contact information is 555-5555555. Please also see A/V pricing sheet attached.	All A/V equipment must go through in-house company.		<i>Even if a planner is not requesting A/V information from you, an ideal proposal will still provide a planner with an overall look into the hotel's A/V setup onsite. More details are better.</i>
Service Charge:				
Applicable Tax:	5%			
Miscellaneous Costs (Pulled from Proposal)				
Transportation - Local Transportation	Complimentary			<i>Provide costs that are already complimentary at your hotel to better show your value!</i>
Service Charge:	0.00%			
Applicable Tax:	0.00%			
Additional Questions (Pulled from Proposal)				
1. When was the last time that your property was renovated?	2016 - 6 million dollar renovation, focus on sleeping rooms. 2016 - Carpets replaced in meeting space. 2017 - Restaurant renovated, great for a reception!	The property was built in 1995 and renovated in 2007.	2006	<i>For specific questions being asked by the planner, a supplier has Previous Responses or Save as Default buttons to automatically populate answers.</i>
2. How far is your property from the closest major airport?	O'Hare Airport - 16.9 miles / 35 minutes	18 miles	12	<i>Ideal proposals answer the question fully.</i>
3. Does your property provide complimentary shuttle service to and from the airport?	No, but a great alternate option is the public shuttle (\$15 per person one way)	No	See above	<i>Avoid N/A, blank answers, see above, or see previous answers.</i>