

PEACE CORPS

Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

RFQ Number: 005/FY2023

Date: March 17, 2023.

Peace Corps/Rwanda has a need for **catering services** as described in section A below. Peace Corps is soliciting fixed-price quotations from for the supplies and/or services detailed below.

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment 1—Vendor Quotation Form to:

Contact should be by E-mail (no phone calls please) to

Name: Patti Reeder

E-mail: preeder@peacecorps.gov

And

Name: Sam Muhire

E-mail: smuhire@peacecorps.gov

And

Name: Nelson Cronyn

Email: ncronyn@peacecorps.gov

Quotations are due no later than 12:00pm, March 17, 2023. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the individual noted above in advance of the RFQ due date. No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and/or services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required supplies and/or services to the selected vendor.

A. Statement of Work/Description of Requirements

The time-period in which services will be performed will be during the months of May-September.

The Contract Caterer will provide catering services including:

- Any equipment needed that is not supplied in the list below.
- Food Supplies and products.
- Kitchen supplies, utensils, dishware, and consumables.
- Cooking gas required for stoves or any other kitchen equipment.
- Pay kitchen electricity bills.
- Drinking water in large jugs, available throughout the day.
- Plates, spoons, table knives, serving dishes, forks, glasses and any other necessary dining tools to cater food for up to 100 people.

Details:

- Location: Byimana Sector, Ruhango District.
- Number of Participants: Approximately 60 to 100 / day
 - Peace Corps will provide meal quantities per day the week prior for planning purposes.
 - There will be some days where no meals are served (less than 10 during the duration).
- Type of Meals to be served:

- One Coffee/tea Break with snacks in the morning, served approximately 10am. Snacks should not be the same throughout the week.
- Lunch served approximately 1pm
 - With variety of locally available food that must include at least 1 vegetable dish and 2 starches on each meal.
 - Vegetables and starches must NOT be the same throughout the contract – a variety of vegetables and starches must be served on different days,
 - 1 type of meat AND one other type of protein on each meal
 - The type of meat and other protein must NOT be the same throughout the contract – a variety of protein types must be served on different days.
 - Fresh fruit
 - Coffee/Tea
- Break with snacks in the afternoon at approximately 3:30pm.
 - Snacks should not be the same throughout the week.
- When: Monday through Friday
- Duration of contract: 90-120 days.
- Type of Service:
 - Buffet style, with food servers provided by vendor to control portions.
 - Layout and quantity of servers guarantees that all participants (up to 100) are served in 15 minutes.
 - After all participants receive their first portion, servers are no longer required and participants may serve themselves additional food if desired.
- Timeliness of Service: The daily schedule will be confirmed before the contract begins. The schedule will be the same each day, unless communicated the week prior. Service must be on time.

Responsibilities:

The caterer is responsible for:

1. Creating and submitting the menus of the week. Menu for the week must be sent to the Point of Contact (POC) every Friday for the following week services;
2. Organizing and sourcing ingredients for the planned menus ahead of time;
3. Ensuring food is properly prepared, freshly cooked and served at the correct temperature through mobile cooking stations;
4. Ensuring that food is served on time as per Peace Corps schedule obtained from the Training Manager every Friday;
5. Removing all debris produced during the work and cleaning the site immediately upon completion of the work;
6. Complying with kitchen facilities regulations and safeguarding kitchen equipment. Contractor may be held responsible for any damages to the property;
7. Accommodating different dietary needs (i.e. allergies, vegetarian, etc.) as discussed with the POC at least one week before. Peace Corps to communicate specific dietary needs every Friday.
8. Sourcing and transporting number of waiters and cooks corresponding to the number of people to be served per day;
9. Observing and enforcing food safety standards.
10. Supplying Gas for Cooking
11. Pay electricity bill
12. Cleaning the kitchen, equipment, dinnerware, glasses, etc. each day (and during the day as needed)

Item	Description	Qty of Meals
001	Coffee/tea Breaks	200
002	Lunch	100

The number of participants will be communicated on weekly basis and may vary from 60-100 per day. Timeframe of service is May – September.

The Contractor shall furnish the services for a minimum of 100 contiguous days per year and a maximum of 120 contiguous days per year.

Peace Corps is responsible for:

Ensuring that there a fully furnished kitchen facility (with stove, oven, gas cooker, have kitchen-type sink, cutting tables, shelves for keeping kitchen/dining utensils, a space for food storage refrigerators and equipment for trash collector) is available and well maintained.

B. Place of Performance

Byimana Sector, Ruhango District.

E. Contract Terms and Conditions

As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award. Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

Any taxes imposed by the GoR in connection to the contract is the responsibility of the Vendor.

D. Minimum Criteria:

A quotation will not be considered further if it does not meet the following minimum criteria:

- See Section A

E. Evaluation Factors:

Quotations that meet the minimum criteria listed above may be further evaluated based on the following factors:

- Competitive Price
- Proposed Menu, including rotation of snacks to be offered
- Past performance (see attachment II: References)
- Staffing plan/details
- Licenses and permits to provide catering services

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account.

All vendors that submit quotations in response to this RFQ will be notified of the results.

[End of RFQ]

ATTACHMENT 1 – VENDOR QUOTATION FORM CATERING SERVICES

RFQ Number: 005/FY2023

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Peace Corps has the right to determine the number of years to include in the contract. Quotes must clearly indicate the cost for a 5-year contract as follows. **Quoted Prices Inclusive of Administrative and/or Overhead Costs. Quoted Prices Inclusive of VAT**

Description	Description	Period	Qty	Unit Price
Base Year	Coffee/Tea Breaks	May 1, 2023 to Sept 30, 2023	200	
	Lunch		100	
Option Year 1	Coffee/Tea Breaks	May 1, 2024 to Sept 30, 2024	200	
	Lunch		100	
Option Year 2	Coffee/Tea Breaks	May 1, 2025 to Sept 30, 2025	200	
	Lunch		100	
Option Year 3	Coffee/Tea Breaks	May 1, 2026 to Sept 30, 2026	200	
	Lunch		100	
Option Year 4	Coffee/Tea Breaks	May 1, 2027 to Sept 30, 2027	200	
	Lunch		100	

List Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

By Checking the Box below, Vendor Confirms they have submitted with Attachment 1:

- Sample Menu for a week (coffee/tea breaks AND lunch)
- I confirm the services quoted are available during May – September
- Staffing plan/details

References:

Complete the chart below with a minimum of ONE (1) reference to whom you provided catering services within the last year. Reference must be willing to speak to Peace Corps related to Vendor performance.

Reference Information: Name, Position Title Phone Number, E-mail Organization/Company	Date(s) of Catering Services	Description of Catering Services
1.		
2.		

Quoted Payment Terms:

Quoted Additional Terms and/or Conditions:

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____