**PEACE CORPS**

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

RFQ Number: 004/FY2023

Date: Feb 17, 2023

Peace Corps Rwanda has a need for **a training center for Pre Service Training (PST**). Peace Corps Rwanda requires to be the sole occupant of the facility when in use, or for the facility to be segregated into a location that is solely for Peace Corps use. The property will also house the Peace Corps staff members, Peace Corps Volunteers (PCVs) who will provide support to Peace Corps Trainees (PCTs), and will serve as an office. The PST Center must be of sufficient size and space to adequately meet the needs detailed below. Peace Corps Rwanda is soliciting fixed-price quotations from the vendor community 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 by mail or e-mail to:

Name: Patti Reeder

Email: [preeder@peacecorps.gov](mailto:preeder@peacecorps.gov)

And

Samuel Muhire

Email: [smuhire@peacecorps.gov](mailto:smuhire@peacecorps.gov)

And

Name: Nelson Cronyn

Email: [ncronyn@peacecorps.gov](mailto:ncronyn@peacecorps.gov)

**Quotations are due no later than Feb 24th, 2023, 12:00pm.** 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.

1. **Statement of Work/Description of Requirements**

The time-period in which the facility must be available is during the months of May-September.

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

* + - 1. **Training & administration**
* One large plenary room, capacity 100 people or more (15M X 20M), with at least 10 universal power outlets, Tables, and chairs.
* One conference room, capacity 50 people (7MX9M) with at least 5 universal power outlets, Tables, and chairs
* Six breakout rooms for language classes and group activities (5MX6M), with at least 1 electrical outlet, one table sitting 6 people and a bookshelf in each of the 6 rooms. Shelf is approximately 1-meter-wide x 2 meters tall with 5 shelves each.
* Two open areas for small groups work (at least, size 5MX6M). These can be outside as long as they are covered from the weather, each space with 2 tables, each seating 6 people.
* Six (or more) outside latrines with hand lavatories with a divider for male and female spaces. Inside Bathrooms will meet this requirement also.
* Secure designated parking area for at least 6 vehicles.
  + - 1. **Accommodation**
* 10 standard self-contained sleeping rooms with bathrooms. Each room must have at least a bed, bed sheets and covers, bathroom, wardrobe, mosquito nets and towels, an office table, and a chair inside the room or on the porch.
* A kitchen must be available for the exclusive use of Peace Corps staff occupying the accommodation. The space should contain stove with an oven, gas cooker, kitchen-type sink, a refrigerator, dining table and chairs for 10 people, a cutting table, a rack and space for trash collector. Gas for the kitchen is provided by Vendor.
  + **If each self-contained sleeping room has a kitchenette,** then the requirement for a Kitchen available for the exclusive use of Peace Corps staff is not required.
* Drinking water in a large jug to be provided in the accommodation area.
  + - 1. **Medical**
* Medical area with 3 rooms (2 Consultation rooms and one Sick Bay) [3MX4M each]. The Consultation rooms must have a sink, and the Sick Bay must have a bathroom with a sink shower and toilet easily accessible. One coat hanger in the sick bay an office table and one chair.
  + - 1. **Kitchen facilities**
* Dining room/place (15M X 25M) and its amenities (tables, chairs). with capacity of up to 100 people.
* Kitchen facility with the capacity to prepare meals for up to 100 people to include 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.
  + - 1. **IT**
* Reliable internet both at the training and Accommodation area with the capacity to serve up to 100 people with minimum 25MBPS.
  + - 1. **General requirements:**

The facility will also have to have the following and they should be included in the service contract total amount:

* Security guards for the entire facility 24/7.
* Electricity and Water 24/7 with reliable back-up systems for both.
* Neighborhood of this facility must have a Health Center, at least **three** 9 Year Basic Education (YBE) schools.
* This facility may not be in a large urban area.
* Water and electricity costs are included in the training space service amount.
* The facility must have storage area for Peace Corps equipment and supplies (minimum size: 4X6M) and this should be available to Peace Corps during the contract period.
* Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.
* Vendor contact is available on-site each day to resolve problems brought forward by the Training Manager.
  + - 1. **Cleaning Services**
         1. Daily Cleaning of Offices and training areas:
* Large conference room, two small conference rooms, six breakout rooms, six offices, two open areas and six latrines.
* Medical area: Two consultation rooms, bathrooms, and sick bay
* Other areas: dining area, hallways, garden and pavements.
* Outside areas/Paved areas
  1. Cleaning/Housekeeping Required for Accommodation Area:
* Cleaning rooms.
* Cleaning in hall ways, common areas and staff rooms.
* If the occupant does not change, staff rooms will be cleaned twice a week.
* If there is a new occupant, vendor will provide clean linens, towels, soaps, hygienic paper, and any other supplies as is normally expected when a new occupant enters a room.
  1. **Details of Cleaning Services (for Accommodation, Training, and Medical Areas) are as follows:**

Vendor’s cleaners will work in coordination with the Training Manager/or designee and are responsible for maintaining a clean and tidy training center and grounds. Duties and responsibilities include but are not limited to the following:

* Clean, dust and mop floors by using a variety of equipment and supplies.
* Cleaning rooms: dusting, cleaning and polishing furniture, mopping floor (if needed), bath tubs, shower stalls, toilets, sinks, sink fixtures, kitchen fixtures and removing trash from rooms and kitchen and bring them to the indicated areas.
* Ensure that cleaning liquids are mixed in correct and safe quantities.
* Wipe down desks and chairs and make sure that stubborn smears are removed using appropriate cleaning materials.
* Empty trash cans and make sure that all trash is properly disposed off.
* Clean and wash down windows and ensure that they are dried properly.
* Wash down restrooms and ensure they are sanitized properly.
* Replenish paper towels, hand soap and toilet paper in bathrooms on a regular basis.
* Wipe down walls, doors and wall hangings using appropriate types of cleaners and cloth.
* Identify and notify Training Manager of occurring deficiencies or needs for repairs.
* Ensure proper cleanliness of the areas around the office such as walkways and parking lots.
* Maintains the confidentiality of information and activities.
* Move around equipment and furniture for the purpose of storage or rearranging.
* Cooperate with the rest of PC staff.
* Wash and dry towels and sheets from the Sick bay.
* Monitor cleaning supplies stock levels.
* Respect hygiene, health and safety regulations.
* Establish and monitor routine cleaning inspection and maintenance procedures.

United States Peace Corps will provide the following.

* Cleaning equipment, materials and supplies.

Owner of the property shall provide the following within the costs quoted.

* Cleaners assigned solely to Peace Corps.
* Quantity of cleaners assigned to ensure all Cleaning Services in section 8 are provided in a timely manner.
* Quantity of cleaners assigned ensures cleaners can react quickly to emergency cleaning requirements such as a broken glass or large liquid spill.

**B.** **Place of Performance**

In Rwanda within a driving distance not exceeding 2 hours from Kigali. Location will not be in Kigali.

**C. 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 as listed in Section A above **(Statement of Work/Description of Requirements)**.

**E. Evaluation Factors:**

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

* Competitive Price
* Facility/Location layout as depicted in the Maps submitted.
* Staffing Plan for Cleaning.
* Catering / food service and price available at the facility location.

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 TRAINING CENTER FACILITY**

RFQ Number: 004/FY2023

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

**Are you able to provide Catering Services? YES or NO. If you selected ‘No’ you MUST provide the names and contacts for 3 companies who are interested in providing catering services at your facility.**

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. **Inclusive of VAT. Inclusive of Overhead and Administrative Services.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Description** | **Period** | **Cost Per Day (approximately 120 days total)** |
| Base year: | All items in Section A, 1-7 | April 15, 2023 to Sept 30, 2023 |  |
| Option Year 1 | All items in Section A, 1-7 | April 15, 2024 to Sept 30, 2024 |  |
| Option Year 2 | All items in Section A, 1-7 | April 15, 2025 to Sept 30, 2025 |  |
| Option Year 3 | All items in Section A, 1-7 | April 15, 2026 to Sept 30, 2026 |  |
| Option Year 4 | All items in Section A, 1-7 | April 15, 2027 to Sept 30, 2027 |  |

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:

* Map of where the Leisure Field is located
* Map of the property noting Kitchen, Dining Area, Accommodation area, Medical Area, Training Rooms
* Staffing plan for Cleaning Services Section A #7
* I confirm that the facility quoted is available during May - September

Quoted Payment Terms:

Quoted Additional Terms and/or Conditions:

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_