

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

RFQ Number: RFQ-694-24-001

Date:

Peace Corps/Cameroon has a need for Conference services for PST Reconnet. Peace Corps 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 e-mail to:

E-mail: CM-Procurement@peacecorps.gov

Quotations are due no later than 23:59 on November 12, 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

From December 06 - 16, 2023, Peace Corps Cameroon requires meals, lodging and conference space within a secure campus per the description below. For this event, Peace Corps will not require exclusive use of the facility. Participant numbers are estimates.

EVENT: TUTORS AND LANGUAGE IST

A. Supplies, Services or Equipment

Date	Description	No	Rate per night/day	Total	Notes
6-Dec	Single rooms	38			
	Double Rooms	14			
	Dinners ***	62			
7-Dec	Single rooms	38			
	Double Rooms	14			
	Breakfasts	62			
	Coffee Breaks	62			
	Lunches***	62			
	Conference Room 1	1			Capacité : 100
	Conference Room 2	1			Capacité : 30
8-Dec	Single rooms	38			
	Double Rooms	14			
	Breakfasts	62			
	Coffee Breaks	62			

	Lunches***	62			
	Conference Room 1	1			Capacité : 30
	Conference Room 2	1			Capacity: 100
9-Dec	Single rooms	38			
	Double Rooms	14			
	Breakfasts	62			
	Coffee Breaks	62			
	Lunches***	62			
	Conference Room 1	1			Capacité : 100
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 20
10-Dec	Breakfasts	62			
All	Taxes etc.	208			

EVENT: PST Reconnect**A. Supplies, Services or Equipment**

Date	Description	No	Rate per night/day	Total	Notes
10-Dec	Single rooms	50			
	Double Rooms	14			
	Dinners ***	73			
11-Dec	Single rooms	50			
	Double Rooms	14			
	Breakfasts	73			
	Coffee Breaks	73			
	Lunches***	73			
	Conference Room 1	1			Capacité : 30
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 100
12-Dec	Single rooms	50			
	Double Rooms	14			
	Breakfasts	73			
	Coffee Breaks	73			
	Lunches***	73			
	Conference Room 1	1			Capacité : 30
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 100
13-Dec	Single rooms	53			
	Double Rooms	14			
	Breakfasts	73			

	Coffee Breaks	76			
	Lunches***	76			
	Conference Room 1	1			Capacité : 100
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 30
14-Dec	Single rooms	26			
	Double Rooms	14			
	Breakfasts	76			
	Coffee Breaks	50			
	Lunches***	50			
	Conference Room 1	1			Capacité : 100
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 30
15-Dec	Single rooms	23			
	Double Rooms	14			
	Breakfasts	50			
	Coffee Breaks	47			
	Lunches***	47			
	Conference Room 1	1			Capacité : 100
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 30
16-Dec	Breakfasts	47			
	Lunches***	0			
	Dinners ***	0			
All	Taxes etc.	333			
Total					

Services required are for a Peace Corps Cameroon Conference as detailed above in accordance with the following additional specifications:

- Provide facilities & services on dates meeting specifications listed in above Table (Section A)
- All bedrooms should include a bed, desk/table, and chair. Rooms must be able to be secured with a lock from the inside.
- All bathrooms should include soap for handwashing, paper towels for hand drying and toilet paper. Bathroom stalls should include locks that can be controlled from the inside.
- All rooms provided must have guaranteed water and electricity in rooms provided
- The facility should include a back-up energy supply (generator, etc.).
- Hotel Staff to place water provided by Peace Corps in hall
- Conference facilities (projector, flipchart, etc.), protected parking are added advantage
- Menus with mixed Cameroonian and American dishes should be attached to RFQ; Meals should be accompanied by non-alcoholic soft drink
- The conference rooms should be equipped with Wi-Fi capabilities.
- Partnered hotel, if applicable, should be the same standard as contracting hotel
- Travel time between the partnered and the contracting hotel should respect the conference/ seminar timetable (Participants should arrive in time to have their breakfast and start session with others)

- The vendor may quote for part or all of the services as detailed in the above table. Peace Corps

B. Place of Performance and Required Work or Delivery Schedule

The place of performance shall be South Region Cameroon and delivery schedule is as per table in Section A

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.

D. Minimum Criteria:

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

- Offer must provide offer fully compliant with Statement of Work.
- Offer must provide all required information as detailed in Attachment I.
- All conference rooms, equipment, etc. must be ready for inspection by the Contracting Officer or his/her designee one day before the activity starts.
- Facility location can only be in South Region.

E. Evaluation Factors:

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

- Not Applicable
-

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

RFQ Number: RFQ-694-24-001

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs):

EVENT: TUTORS AND LANGUAGE IST

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	Lunches***	62			
	Conference Room 1	1			Capacité : 30
	Conference Room 2	1			Capacity: 100
9-Dec	Single rooms	38			
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10-Dec	Breakfasts	62			
All	Taxes etc.	208			

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	Breakfasts	73			
	Coffee Breaks	73			
	Lunches***	73			
	Conference Room 1	1			Capacité : 30
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 100
12-Dec	Single rooms	50			
	Double Rooms	14			
	Breakfasts	73			
	Coffee Breaks	73			
	Lunches***	73			
	Conference Room 1	1			Capacité : 30
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 100
13-Dec	Single rooms	53			
	Double Rooms	14			
	Breakfasts	73			
	Coffee Breaks	76			
	Lunches***	76			
	Conference Room 1	1			Capacité : 100
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 30
14-Dec	Single rooms	26			
	Double Rooms	14			
	Breakfasts	76			

	Coffee Breaks	50			
	Lunches***	50			
	Conference Room 1	1			Capacité : 100
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 30
15-Dec	Single rooms	23			
	Double Rooms	14			
	Breakfasts	50			
	Coffee Breaks	47			
	Lunches***	47			
	Conference Room 1	1			Capacité : 100
	Conference Room 2	1			Capacité : 30
	Conference Room 3	1			Capacité : 30
16-Dec	Breakfasts	47			
	Lunches***	0			
	Dinners ***	0			
All	Taxes etc.	333			
Total					

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

Quoted Work or Delivery Schedule (If Any):

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____