**PEACE CORPS OVERSEAS REQUEST FOR QUOTATION TEMPLATE**

**CONTRACTING OFFICER GUIDANCE**

* This Request for Quotation (RFQ) template shall be used to request quotations for purchases of supplies and/or services valued at 10,000 USDE or more. So long as the essential elements are included, it may be modified by post to best fit the circumstances of the procurement at hand.
* Prior to final distribution and/or advertising, the Contracting Officer must review the entire RFQ to ensure that:
	+ All sections are completed.
	+ All “[Notes to Contracting Officer]” which are embedded in the template **in red** have been addressed and then deleted.
	+ Any blank rows, columns, or lines have been deleted.
	+ It makes sense to someone unfamiliar with the contracting action.
* The entire RFQ and all attachments must be saved in the contract file.
* Although it may be translated into another language, the official version must be in English.

**PEACE CORPS**

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

RFQ Number: RFQ-FY23-0001

Date: May 19, 2023

Peace Corps Mexico has a need for Hotel and conference venue in Queretaro, Querétaro México. Peace Corps is soliciting fixed-price quotations from several competitors 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:

 Name: Contracting Officer

 E-mail: pcmx@peacecorps.gov

Quotations are due no later than June 1, 2023 at 17:00 hours local Mexico time. 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 Contractor shall provide the following services:

* Lodging on s single room basis for 45 participants from August 13 to August 19
* Breakfast
* Lunch,
* Coffee breaks during the mornings and afternoons, coffee break must include the following:
	+ Continuous service of water, coffee and tea for 8 hours every day
	+ Two times of light refreshments that can include healthy and sweat snack and sodas or natural juices. These refreshments are planned for 11 AM and 4 PM.
* Conference rooms as follows:
	+ 1 room that can host 45 to 50 participants, estimated measures are 15x15 meters, the planned array will be school format with rectangle tables for 3 or 4 participants.
	+ 2 smaller room of about 7x7 meters where we will have smaller sessions of around 25 participants and the array will be of horseshoe.
	+ Wireless internet for all participant during the conference available at all spaces.
	+ Audio system for the big room
	+ Projector and presentation screen for all rooms.

**B.** **Place of Performance:** Queretaro, Querétaro

**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:

**Hotel and Venue Accommodations:**

|  |  |
| --- | --- |
| Location | * Querétaro, Querétaro
 |
| Dates | * August 13-19
 |
| Hotel Rooms | * 45 single rooms
 |
| Conference Rooms | * 1 conference room to accommodate 45 people, 15x15 meters
* 2 conference rooms to accommodate 25 people each one (for breaking groups), 7x7 meters.
 |
| Meals | * Breakfast
* Lunch
* AM and PM snacks
* Coffee, tea and drinking water
 |
| Technology | * Wireless internet, dedicated line if possible
* Projector for laptop computers
* Presentation screen or large monitor/TV
 |

**E. Evaluation Factors:**

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

* Lowest Price Technically acceptable

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-FY23-0001

Vendor:

Authorized Representative:

 Name:

 Position/Title:

 Phone Number:

 E-mail Address:

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

Peace Corps México requires the following hotel and venue accommodations:

**Hotel and Venue Accommodations:**

|  |  |
| --- | --- |
| Location | * Querétaro, Querétaro
 |
| Dates | * August 13-19
 |
| Hotel Rooms | * 45 single rooms
 |
| Conference Rooms | * 1 conference room to accommodate 45 people, 15x15 meters
* 2 conference rooms to accommodate 25 people each one (for breaking groups), 7x7 meters.
 |
| Meals | * Breakfast
* Lunch
* AM and PM snacks
* Coffee, tea and drinking water
 |
| Technology | * Wireless internet, dedicated line if possible
* Projector for laptop computers
* Presentation screen or large monitor/TV
 |

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 REPSENTATIVE**

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

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