**PEACE CORPS**

Overseas Request for Quotation (RFQ) for Services – Accommodation and Meal for

Training event

RFQ Number: PC-367-23-1014

Date: March 27, 2023

Peace Corps/Nepal has a need for venue to conduct Pre-Service Training for N208 group of Peace Corps Trainees. Peace Corps is soliciting fixed-price quotations from the vendors 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 email to:

 Name: Peace Corps Nepal

 Address: Maharajgunj Chakrapath, Kathmandu

 E-mail: bshrestha@peacecorps.gov

Quotations are due no later than 4:00 PM on April 10, 2023. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the address 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**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Details** | **Breakfast** | **Tea/****Biscuits** | **Lunch** | **Tea/****Biscuits** | **Dinner** | **Qty.** | **Days** |
| May 21, 2023 | PST staff arrival at Hubsite | No | No | Yes | Yes | Yes | 18 | 1 |
| May 22-June 7, 2023 | LCF TOT | Yes | Yes | Yes | Yes | Yes | 17 | 16 |
| June 1, 2023 | Health training to Host families | No | No | No | Yes | No | 63 | 1 |
| June 16, 2023 | Host Family Introduction- High tea | No | No | No | Yes (Hi- Tea) | No | 108 | 1 |
| June 27 & 29, 2023 | Hubday | Yes | Yes | Yes | Yes | No | 59 | 2 |
| July - August, 2023 | Language Activity/Simulation | No | No | Yes | No | No | 43 | 3 |
| July 12 & 14, 2023 | Hubday | Yes | Yes | Yes | Yes | No | 59 | 2 |
| Aug 2, 2023 | Hubday | Yes | Yes | Yes | Yes | No | 58 | 1 |
| August 21, 2023 | Host Family Farewell- High tea is provided | No | No | No | Yes (Hi- Tea) | No | 108 | 1 |
| August 22, 2023 | Return to KTM | No | No | Yes | No | No | 54 | 1 |

**Meals:**

**Accommodations:**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Particulars** | **Quantity** |
| May 21- 31,2023  | Single Room (Attached bathroom) | 5 |
| May 21- 31,2023  | Double Room (Attached bathroom) | 4 |
| May 21- 31,2023  | Double Room (Non Attached bathroom for office) | 1 |
| May 21- 31,2023  | Single Room (Non-attached bathroom) | 4 |
|  June 1 – 30, 2023  | Single Room- attached bathroom | 5 |
| June 1 – 30, 2023  | Double Room- attached bathroom | 4 |
| June 1 – 30, 2023  | Double Room- Non attached bathroom(Office) | 1 |
| June 1 – 30, 2023  | Single Room-non attached bathroom | 5 |
|  July 1-31, 2023  | Single Room- attached bathroom | 5 |
|  July 1-31, 2023  | Double Room- attached bathroom | 4 |
|  July 1-31, 2023  | Double Room- Non attached bathroom(Office) | 1 |
|  July 1-31, 2023  | Single Room-non attached bathroom | 5 |
|  August 1-21, 2023  | Single Room- attached bathroom | 5 |
|  August 1-21, 2023  | Double Room- attached bathroom | 4 |
|  August 1-21, 2023  | Double Room- Non attached bathroom(Office) | 1 |
|  August 1-21, 2023  | Single Room-non attached bathroom | 5 |
|  May 21- August 21, 2023 | Training hall | 1 |

**Additional requirements:**

* The contractor will ensure that electric lines (fans, power socket, switch etc.) in all rooms including offices, kitchen, dining hall and training hall are in working condition.
* The contractor will provide one roll of toilet paper every day in all toilets.
* The contractor will maintain cleanliness in the rooms, kitchen and dining area.
* The contractor will ensure that all the locks in all Peace Corps rented rooms work properly throughout the contract period.
* Peace Corps/Nepal will use few computers, one refrigerator and one photocopier for the Peace Corps training office purpose.
* The contractor will provide at least 55 chairs and 14 tables in the training hall.
* The contractor will provide one telephone line for only Peace Corps use and will assist in installing ADSL for the training Period.
* The contractor will arrange a secure space for Peace Corps vehicle parking.
* Kitchen staff must wear black apron while cleaning dishes and vegetables and must wear white apron/ coat and cover head while cooking. These must be followed very strictly. Apron, cooking white coat and cooking cap will be provided by Peace Corps.
* The vendor and the kitchen staff must follow the instruction given by the Peace

 Corps Medical Officer.

* Lunch and dinner should be served as buffet.
* Parking space for 2 vehicles.
* Electricity available with generator backup in case of load shedding.
* Wi-Fi access
* Break out space/Office set up space
1. **Place of Performance**

Location of Hotel should be in or near Panauti City, have access to public transportation and restaurants.

 Training Duration: May 21, 2023 – August 21, 2023

**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.

1. **Minimum Criteria:**

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

Complete services as mentioned in A. 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:

* Award will be made after consideration of the following factors as marked below:
* \_\_√\_ Price
* \_\_√\_ Facilities offered (Rooms, Training hall, Restaurant, Office space, Break rooms
* availability)
* \_\_√\_ Past Performance
* \_\_√\_ Location
* \_\_√\_ Other *(Enough parking space for 2 PC vehicles, Back up electricity)*

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: PC-367-23-1014

Vendor:

Authorized Representative:

 Name:

 Position/Title:

 Phone Number:

 E-mail Address:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Qty** | **Unit Price** | **Total** |
| 001 | … | … |  |  |
| 002 |  |  |  |  |
| 003 |  |  |  |  |
| … |  |  |  |  |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_