**PEACE CORPS**

**REQUEST FOR QUOTATION (RFQ) FOR**

**VENUE, MEAL, AND ACCOMMODATION SERVICES FOR CLIMATE CHANGE CONFERENCE**

RFQ Number: PC-367-23-1018

Date: April 19th, 2023

Peace Corps/Nepal has a need for training venue, accommodation, and meal services for a Climate Change Conference in Kathmandu. Peace Corps is soliciting fixed-price quotations from several vendors for the supplies and/or services detailed below.

Interested vendors should submit a quote for the services as described in this RFQ.

Written quotes (hand carried or e-mailed) are due to the following address by 4:00 PM on April 30th, 2023. Late quotations will not be accepted.

Name: Peace Corps Nepal

Address: Maharajgunj Chakrapath

Kathmandu

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

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**

##### A.1 - Overnight Accommodation

##### a. Overnight accommodations guaranteed for up to 55 individuals for period September 10 to 15, 2023.

b. Due to the international travel of participants the government shall have the ability to reserve rooms before and after each accommodation block (shouldering) without commitment of use.

c. Early check-in and late check-out shall be available with each reserved room.

d. Individual rooms shall contain the following throughout the length of the guests stay.

* Be of quality consistent with hotel rating
  + Carpet and flooring are in good condition and not worn or damaged.
  + Be free of odor, insects, rodents, and pests.
* Have working, active internet connectivity via Wi-Fi in common areas included with the room free of charge.
* TV with working cable programming
* Include iron and ironing board.
* Include hair dryer.
* Daily cleaning service
* Any problems with the room including, but not limited to the above issues be resolved within 24 hours of notice.
* Access to a power outlet
* Hot and cold working water in the bathroom
* Individual room temperature control (heat and/or air conditioning)

e. The name and phone number of a specific hotel representative(s)/Point of Contact (POC) shall be available 24 hours a day for the duration of the contract to solve any issues or problems regarding the sleeping accommodations of participants.

A.2. - Conference Meeting Space

a. One (large) conference room in the same compound/building as rooms reserved. The room shall have the capacity to seat a maximum of 65individuals in round table set up.

b. Three additional break-out spaces for group work, that accommodates at least 17 participants in each break-out space.

c. The vendor must ensure that at the beginning of each day of the event, each conference room is to be set up in the specified Peace Corps format which will be confirmed with the final reservation.

d. The conference room shall have

* Speaker’s table and podium at front of the conference room.
* Individual control of the lighting and temperature
* Ability to lock and unlock the room.
* Three (3) rectangular tables along the back wall of the conference room for materials

A.3. - Audio-Visual (AV) technology and support

a. The vendor must provide the following Audio/Visual equipment in large conference space per each training block meeting specifications:

a. One (1) LCD Projector with HDMI connection

b. One (1) Screen Projector

c. One (1) Podium

d. Microphone system with receiver and speakers throughout large conference room to include 3 handheld microphones and 1 wireless (lapel) microphone. System should also include replacement batteries if needed.

e. Six (6) Flipchart stands.

f. Internet connectivity (Wi-Fi) and Ethernet shall be available in the conference room to all participants/presenters. The internet connectivity shall be active (in good working order) 24 hours/day for the duration of the conference.

g. Electrical extension cords, surge protectors, and outlets to accommodate participant’s laptops (up to 65) for use during conference sessions.

h. Audio/Visual technical support – Technical support shall be available for the entire event period.

A.4. – Meals

a. Breakfast shall be provided for all participants staying in the hotel beginning upon check-in and ending upon check-out. Breakfast should include non-vegetarian and vegetarian options.

b. Lunch shall be provided for all participants staying in the hotel. Lunch shall include non-vegetarian and, vegetarian.

A.5. – Refreshments

a. Two refreshment and snack break per day for the training block. The refreshments should include water, coffee/tea, assorted soft drinks or juices. The snacks should be varied daily and allow 1-1.5 servings per participant.

5b. Permanent coffee, tea, and drinking water service available outside of the conference room beginning on Monday and concluding on Friday of the event week.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Total Participants** | **Meal type** | | |
|  |  | **Morning Refreshment break** | **Lunch** | **Afternoon Refreshment break** |
| 11 to 15 September,2023 | **65 pax** | 65 pax | 65 pax | 65 pax |
|  |  |  |  |  |
| ***TRAINING HALL REQUIREMENT*** | | | | |
| **Date** | **Particulars** | | **Remarks** | |
| 11 to 15 September, 2023 | One Training Hall to accommodate at least 65 people in round table set up | | 1. The Training Hall set up will be done on 10th September 2023. 2. Training Hall should be noise/ disturbance free. 3. Training hall should have provision for well ventilation. | |
| Three break-out spaces for group work, that accommodates at least 17 participants in each break-out space. | |  | |
| ***ACCOMMODATION REQUIREMENT*** | | | | |
| **Date** | **Particulars** | | **Quantity** | |
| 10 to 15 September, 2023 | Single Room on Bed & Breakfast plan | | 55 rooms | |

**Additional Requirements:**

* + Venue should have enough parking spaces for at least 3 vehicles
  + Electricity available with generator backup in the case of load shedding
  + Strong Wi-Fi internet access in the conference hall
  + Three Break out space
  + Office set up space, if needed

Supplier Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

Note: The quantities mentioned above may change and will be defined in the contract.

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

Conference will be held in Kathmandu, Nepal.

**Delivery Schedule:**

Start of work: September 10, 2023

Completion of works: daily support on all workdays through September 15, 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.

**D. Minimum Criteria:**

A quotation will not be considered further if -

a. it does not fulfil the requirement mentioned in A. Statement of work/ Description of Requirements.

b. it does not have accessibility to proper transportation availability.

1. it is not in relative proximity to the downtown.

**E. Evaluation Factors:**

Award will be made after consideration of the following factors as marked below:

\_√\_\_ Price

\_√\_\_ Facilities offered (Rooms, Training Hall, Restaurant, Office space, Break out room’s availability)

\_√\_\_ Past Performance

\_√\_\_ Location (Proximity to downtown Kathmandu and availability of public and private transportation options)

\_√\_\_Other (Enough parking space for 3 PC Vehicles, Backup 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-367-236-1018

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** |
|  |  | … |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_