PEACE CORPS

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

RFQ Number: **0005**

Date: December 12, 2022

Peace Corps/Zambia has a need for Conference Services for Peace Corps Zambia Workplanning Workshop to be held in Siavonga, Zambia o/a **February 21 - 24, 2023**. Peace Corps is soliciting fixed-price quotations from you and several of your competitors for the 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:
ZM-Jobs@peacecorps.gov

Quotations are due no later than 16:00 hours on **Friday, December 16, 2022**. 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

Services required are for Peace Corps Zambia Workplanning Workshop **o/a February 21 - 24, 2023**. The location should be in Siavonga and it must be in a secure location.

Peace Corps Zambia Workplanning Workshop

Item	Description	Quantity
001	Conference Package 1 big Conference Room should be spacious to allow social distancing to accommodate 75 people from February 21-23, 2023 (amenities to include: tables and chairs for 75 pax, Wi-Fi, Projector, Screen and Sound System (Writing pads, pens, Flip chart paper and Flip chart stand)	1 room by 3 days
002	Accommodation inclusive of Full English Breakfast February 21-23, 2023 (2 rooms for 2 couples and 71 single occupancy total rooms 73 rooms). Amenities to include wifi in the rooms	73 rooms by 3 days
003	1 afternoon coffee/tea break with light refreshments and water (inclusive of juice) February 22-23, 2023	75 pax by 2 tea breaks
004	1 morning coffee/tea break with light refreshments and water (inclusive of juice) on February 22-23, 2023	75 pax by 2 tea breaks
005	Buffet Lunch for 75 Pax with a non-alcoholic beverage (inclusive of juice) and water February –22-23, 2023	75 Pax x 2 days
006	Buffet Dinner for 75 Pax with a non-alcoholic beverage (inclusive of juice) and water February 21-23– 9, 2023	75 Pax x 3 days
007	18.6 Litres water bottles and 2 water dispensers per schedule below	

Peace Corps Zambia Workplanning Workshop Detailed Schedule

Dates	Accm	Lunch	Dinner	Tea AM	Tea PM	18.6 Litres of Water and 2 Water Dispensers in the conference /dining room	Large Conf Rm	Comments
21-Feb	73	0	75	0	0	6	1	**Travel Day**
22-Feb	73	75	75	75	75	11	1	**Full Day**
23-Feb	73	75	75	75	75	11	1	**Full Day**
24-Feb	0	0	0	0	0	0	0	**Departure day**
Total	**219**	**150**	**225**	**150**	**150**	**28**	**3**	

Supplier Unit Quotes shall be a Firm Fixed-Price per each item listed in the above chart, and inclusive of any administrative or overhead costs. VAT should not be included as Peace Corps is VAT exempt.

Please provide a firm fixed price per each item listed in the chart above. The quantities in the provided chart are Peace Corps/Zambia's current best estimate but subject to change up/down by 20%. Final numbers to be provided to the selected vendor three days before the start of the event.

Statement of Work/Specifications

Services required are for Peace Corps Zambia Workplanning Workshop from February 21 - 24, 2023 in accordance with the following specifications:

- Adherence to strict COVID procedures by all lodge staff including social distancing, frequent handwashing, hand sanitizer stations, and rules prohibiting staff presence when displaying any COVID symptoms. Fully vaccinated lodge staff are preferred.

- Conference Room with air conditioners and internet access
  One conference room to accommodate 75 participants, the room should be big enough to allow social distancing. The conference room should have functioning air conditioners and internet access 24/7 with full generator use guaranteed in cases of load shedding.

- Conference room should be equipped with the following:
  - Audio connection
  - Overhead projector and screen in the large room (75-person capacity) and); and
  - Stationery (Writing pads, pens, Flip charts)

- Wi-Fi Requirements for Accommodation and Conference room:
  - Unlimited high speed wi-fi accessibility
  - Separate conference wi-fi network (from other venue/guests) preferred
  - No log in/log on procedures for participants
  - Extended Warranties offered by Supplier, if applicable.

Stand-by staff to assist with any issues that may arise related to information technology and Wi-Fi.

- Food and beverages will be rendered by the vendor in accordance with the time menu pre-approved by Peace Corps and the method for provision of meals (ie. plated, buffet, etc) must be in accordance with COVID prevention procedures and pre-approved by Peace Corps. All meals are to be served per the prior agreed upon time.

- Juice should be included as an option in the tea breaks and meals.

B. Delivery Schedule

Delivery Date(s):

Item	Description	Date	Final Payment
001	Conference Package	February 21 - 23, 2023	30 days after receipt of accurate and valid invoice
002	Accommodation	February 21 - 23, 2023	30 days after receipt of accurate and valid invoice

Delivery Location:

POC Name: DMO

Physical Address: Peace Corps, 71A Chitemwiko Road, Kabulonga, Lusaka.

C. Contract Terms and Conditions

Provide name of **CONTACT PERSON**. This will be the liaison person between the vendor and Peace Corps during the event.

Accommodation may be subcontracted to another lodge with prior written approval from Peace Corps. The name of the lodge and the total number of sub-contracted rooms should be clearly indicated in the quotation.

Cancellation and refund policies will be negotiated at the time of award and included in the final contract.

D. Minimum Criteria:

Offer must be fully compliant with Statement of Work (fulfilling at least one requirement if not both).

Offer must provide all required information as detailed in Attachment I

The Conference room, Accommodation, equipment, kitchen, etc. must be ready for inspection by the Contracting Officer or his/her designee.

The Conference room to be ready by February 21, 2023 by 10:00 hours for pre-inspection.

All meals to be served per the prior agreed upon time.

E. Evaluation Factors:

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

_X_ Price

_X_ Past Performance/Reference Checks

_X_ Quality of Services offered (able to fully meet all specifications in the Statement of Work at a minimum and provide clear COVID-19 prevention strategies)

_X_ Payment terms (no advance payment preferred)

_X_ Cancellation terms (full cancellation refund or minimal days' notice preferred)

Award(s) may be made to other than the low-priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

All vendors that submit quotations in response to this RFQ will be notified of the results.

ATTACHMENT 1 – VENDOR QUOTATION FORM

RFQ Number: 0005

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

- Quoted Work or Delivery Schedule (If Any):
- Quoted Payment Terms:
- Quoted Cancellation Terms:
- Quoted Warranty Terms (If Any):
- Quoted Additional Terms and/or Conditions:
- Provide Three References and Contact Details:
- Provide IT capabilities, including bandwidth:
- Detail COVID Prevention Strategies and Protocols Being Implemented:

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

Item	Description	Quantity	Unit Price	Total
001	Conference Package 1 big Conference Room should be spacious to allow social distancing to accommodate 75 people from February 21 - 23, 2023 (amenities to include: tables and chairs for 75 pax, Wi-Fi, Projector, Screen and Sound System (Writing pads, pens, Flip chart paper and Flip chart stand)	1 room by 3 days		
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006	Buffet Dinner for 75 Pax with a non-alcoholic beverage and water (inclusive of juice) February21-23, 2023	75 Pax x 3 days		
008	18.6 Litres water bottles and 2 water dispensers	28		
010	Other			
Total	VAT Exempt			

- Please read RFQ in its entirety including factors that will be considered in making award in Section E.

- Return completed RFQ by due date as follows:

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1. Fill in requested information and prices in Attachment 1 with all requested information and photos where possible.

2. Unless delivery date(s) are provided, provide delivery date(s) in Section D.

3. List/state any other terms or items not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section B.

4. Sign and return RFQ by required due date.

SUPPLIER AUTHORIZED REPSENTATIVE

Name: _____

Signature: _____

Date: _____