

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

RFQ Number: 617-26-007

Date: June 25, 2026

Peace Corps/Uganda has a need for cleaning services from a company. Peace Corps is soliciting fixed-price quotations from the vendor community for the supplies and/or services detailed below.

Three (3) full-time cleaning staff are needed.

If you are interested in submitting a quotation, please follow these steps;

1. Send an email, **no later than July 02, 2026** to **ug-procurement@peacecorps.gov**, include the following 2 items:
 - a) Request for an appointment to inspect the office property
 - b) Two (2) references for whom you provided similar services in Uganda in the past five years. References must be willing to speak to Peace Corps related to contractor performance.

Reference Information: Name, Position Title Phone Number, E-mail Organization/Company	Contract Dates (number of years / months)	Types of Cleaning Services Performed
1.		
2.		

2. After your inspection of the office, submit your quotation by email to **ug-procurement@peacecorps.gov**

Quotations are due no later than 4:00pm on **July 16, 2026**. Late quotations will not be accepted.

Quotations must include:

- RFQ Number: 617-26-007
- Vendor Name:
- Authorized Representative Name:
 - Position/Title:
 - Phone Number:
 - E-mail Address:
- Quoted Prices (Inclusive of Administrative and/or Overhead Costs) monthly for one year. Also quote for up to four follow-on option years.
 - Note VAT
 - Note Staff salary and benefits (provide details on salary, employee benefits and insurances)
- Cleaning company license
- Training certificates of staff who may be assigned to the Peace Corps contract

Note: The vendor must identify and explain/justify any deviations, exceptions, or conditional assumptions taken with respect to any of the instructions or requirements of this request for quotation.

Written questions about this Request for Quotation (RFQ) may be sent to **ug-procurement@peacecorps.gov** in advance of the RFQ due date. No phone calls are permitted.

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 services to the selected vendor.

The services will be contracted for one year with the possibility of four option years.

A. Statement of Work/Description of Requirements

See appendix below.

B. Place of Performance [and Required Work or Delivery Schedule]

The services are needed in the Medical Unit, administration blocks, Volunteer Lounge, Guard house and Conference rooms, at the Peace Corps Uganda Offices located at 48 Malcolm X Avenue, Kololo, Kampala.

The contractor shall maintain a work schedule of up to 40 hours per week.

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:

- Quotation submitted is complete, signed, and submitted by the stated deadline.
- Attachment I is returned
- Cleaning Company license is submitted

E. Evaluation Factors:

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

- Past performance of 5 years working experience in the cleaning industry
- Trained and experienced staff in office cleaning (training certificates required)
- Staff salary and benefits (provide details on salary, employee benefits and insurance)

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.