

PEACE CORPS

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

RFQ Number: **617-25-05**

Date: **April 11, 2025**

Peace Corps/ Uganda has a need for a venue that can provide conference facilities, accommodation, and meals for about 54 participants. The training is due to take place from July 7th – 11th, 2025. Peace Corps is soliciting fixed-price quotations from you and several of your competitors for the supplies and/or services detailed below.

To submit a quotation, please do so by sending to: UG-procurement@peacecorps.gov

- Attachment 1 – Completed and signed FY25_RFQ_617-25-05_COS_JULY25_Excel_Summary.xls
- Attachment 2 – Completed and signed SERVICE DETAILS BY DAY

Quotations are due by 17:00 East Africa Time on **May 5th, 2025**. 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.**

Only quotations from hotels/facilities within Uganda will be acceptable. Quotations will **NOT** be accepted from a “third party.”

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

Item	Description	Qty
001	Conference Hall	04
002	Breakfast	100
003	Break Teas (AM)	104
004	Lunches	104
005	Break Teas (PM)	128
006	Dinners	100
007	Singles	100
008	Drinking Water (500ml)	356

- Maintain standard operating procedures as per Ministry of Health public health guidelines; have hand-washing stations / hand sanitizer in highly accessed areas.
- Rooms should be available on-site for all training participants.
- Spacious conference facilities.
- A conference hall that can seat 50 participants with a space of 2 feet between each participant.
- The conference hall should have tables and chairs.

- A well-ventilated conference hall with enough windows to allow enough fresh air and light into the room.
- The conference area should be quiet and conducive for training, 200 meters away from noise.
- Should provide a public address system in the conference hall to ensure audibility of participants.
- Provide wi-fi in conference and guest rooms with minimum internet speed of 20 Mbps up/down.
- Availability of an outdoor area of about 25 by 25 feet and 4 meters away from conference hall for participants to do outdoor activities.
- Provide at least 3 food options for vegetarians that are non-animal products for all meals.
- Provide at least one gluten-free tea bite option that are items made without flour, and varied options such as fruits.
- Provide adequate options of fruits for all diners during breakfast and other meals.
- Provide medium-sized disposable glasses adequate for drawing water from dispenser, if providing jumbo water bottles.

B. Location: Kampala, Wakiso, or Jinja Districts

C. Contract Terms and Conditions

As an Agency of the United States Government, the 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:

- If it is incomplete
- Meet deadline
- The vendor is not available during the specified time when services are required.

E. Evaluation Factors:

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

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- A conference hall that can seat 50 participants with a space of 2 feet between each participant.
- The conference hall should have tables and chairs.
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- Provide at least one gluten-free tea bite option that are items made without flour, and varied options such as fruits.
- Provide adequate options of fruits for all diners during breakfast and other meals.

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[End of RFQ]