

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

RFQ Number: RFQ-694-25-001

Date: October 31, 2024

Peace Corps/Cameroon has a need for Conference Services for PST Reconnect. Peace Corps is soliciting fixed-price quotations from the vendor community 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 e-mail to:

E-mail: CM-Procurement@peacecorps.gov

Quotations are due no later than November 15, 2024. 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

From December 05, 2024 through December 14, 2024, Peace Corps Cameroon requires meals, lodging and conference space within a secure campus per the description below. Participant numbers are estimates;

EVENT: PST RECONNECT 2024

A. Supplies, Services or Equipment

| Date | Description | No | Rate per night/day | Total | Notes |
|-----------------|-----------------|----|--------------------|---------------|---------------|
| 4-Dec | Single rooms | 2 | | - | |
| | Double Rooms | 0 | | - | |
| 5-Dec | Single rooms | 15 | | - | |
| | Double Rooms | 3 | | - | |
| | Dinners *** | 19 | | - | |
| 6-Dec | Single rooms | 15 | | - | |
| | Double Rooms | 3 | | - | |
| | Breakfasts | 19 | | - | |
| | Coffee Breaks | 19 | | - | |
| | Lunches*** | 19 | | - | |
| | Dinners *** | 19 | | - | |
| | Conference Room | 1 | | - | Capacité : 40 |
| Breakout Room 1 | 1 | | - | Capacité : 30 | |
| 7-Dec | Single rooms | 15 | | - | |

| | | | | | |
|-----------------|-----------------|----|---|---------------|---------------|
| | Double Rooms | 3 | | - | |
| | Breakfasts | 19 | | - | |
| | Coffee Breaks | 19 | | - | |
| | Lunches*** | 19 | | - | |
| | Dinners *** | 19 | | - | |
| | Conference Room | 1 | | - | Capacité : 40 |
| 8-Dec | Single rooms | 29 | | - | |
| | Double Rooms | 3 | | - | |
| | Breakfasts | 19 | | - | |
| | Lunches*** | 08 | | - | |
| | Dinners *** | 33 | | - | |
| 9-Dec | Single rooms | 28 | | - | |
| | Double Rooms | 3 | | - | |
| | Breakfasts | 33 | | - | |
| | Coffee Breaks | 33 | | - | |
| | Lunches*** | 32 | | - | |
| | Dinners *** | 32 | | - | |
| | Conference Room | 1 | | - | Capacité : 70 |
| | Breakout Room 1 | 1 | | - | Capacité : 40 |
| Breakout Room 2 | 1 | | - | Capacité : 30 | |
| 10-Dec | Single rooms | 28 | | - | |
| | Double Rooms | 3 | | - | |
| | Breakfasts | 32 | | - | |
| | Coffee Breaks | 32 | | - | |
| | Lunches*** | 32 | | - | |
| | Dinners *** | 32 | | - | |
| | Conference Room | 1 | | - | Capacité : 70 |
| | Breakout Room 1 | 1 | | - | Capacité : 40 |
| Breakout Room 2 | 1 | | - | Capacité : 30 | |
| 11-Dec | Single rooms | 28 | | - | |
| | Double Rooms | 3 | | - | |
| | Breakfasts | 32 | | - | |
| | Coffee Breaks | 32 | | - | |
| | Lunches*** | 32 | | - | |
| | Dinners *** | 32 | | - | |
| | Conference Room | 1 | | - | Capacité : 70 |
| | Breakout Room 1 | 1 | | - | Capacité : 40 |
| Breakout Room 2 | 1 | | - | Capacité : 30 | |
| 12-Dec | Single rooms | 28 | | - | |
| | Double Rooms | 3 | | - | |
| | Breakfasts | 32 | | - | |

| | | | | | |
|--------|------------------|-----|--|---|---------------|
| | Coffee Breaks | 32 | | - | |
| | Lunches*** | 32 | | - | |
| | Dinners *** | 32 | | - | |
| | Conference Room | 1 | | - | Capacité : 70 |
| | Breakout Room 1 | 1 | | - | Capacité : 40 |
| | Breakout Room 2 | 1 | | - | Capacité : 30 |
| 13-Dec | Single rooms | 28 | | - | |
| | Double Rooms | 3 | | - | |
| | Breakfasts | 32 | | - | |
| | Coffee Breaks | 32 | | - | |
| | Lunches*** | 32 | | - | |
| | Dinners *** | 32 | | - | |
| | Conference Room | 1 | | - | Capacité : 70 |
| | Breakout Room 1 | 1 | | - | Capacité : 40 |
| | Breakout Room 2 | 1 | | - | Capacité : 30 |
| 14-Dec | Breakfasts | 32 | | | |
| All | Tourism Tax etc. | 243 | | - | |
| | Total | | | | |

Services required are for a Peace Corps Cameroon Conference as detailed above in accordance with the following additional specifications:

- All bedrooms should include a bed, desk/table, and chair. Rooms must be able to be secured with a lock from the inside.
- All bathrooms should include soap for handwashing, paper towels for hand drying and toilet paper. Bathroom stalls should include locks that can be controlled from the inside.
- The facility should include a back-up energy supply (generator, etc.).
- The facility should include secure entrances and exits (fences, gates, guards, and locks) and adequate lighting.
- The facility should include adequate outdoor space for recreational activities.
- The facility should include secure parking for 3 vehicles.
- The conference rooms should be equipped with Audio-Visual Equipment (Projector, Screen, Two Microphones, Speakers), Daily Cleaning Service and Wi-Fi capabilities.
- Food and beverages will be rendered by the vendor in accordance with the menu pre-approved by Peace Corps. All meals are to be served per the prior agreed-upon time. The standard meal plan will include breakfast, lunch, dinner, one coffee break Monday through Friday.

B. Place of Performance

The location of the conference is desired to only be in South Region (Ebolowa precisely) from December 05 - 14, 2024

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:

- Meet the technical specifications.
- Delivery schedule as planned.
- Proposed meal plan or Menu for all the days of the conference
- Past Performance/Reference Checks

E. Evaluation Factors:

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

- Not Applicable
-

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: RFQ-694-25-001

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

EVENT: PST RECONNECT 2024**A. Supplies, Services or Equipment**

| Date | Description | No | Rate per night/day | Total | Notes |
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| | Double Rooms | 3 | | - | |
| | Breakfasts | 19 | | - | |
| | Coffee Breaks | 19 | | - | |
| | Lunches*** | 19 | | - | |
| | Dinners *** | 19 | | - | |
| | Conference Room | 1 | | - | Capacité : 40 |
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| | Double Rooms | 3 | | - | |
| | Breakfasts | 19 | | - | |

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| 14-Dec | Breakfasts | 32 | | | |
| All | Tourism Tax etc. | 243 | | - | |
| | 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: _____