

PEACE CORPS
Request for Quotation (RFQ) for Office Lease

Date: February 13, 2023

NAME OF REALTOR: _____

Peace Corps intends to offer a lease contract for a:

Office lease occupancy of US Peace Corps office with approximately 1,000 to 2,000 square meters (gross) requirement.

Areas for consideration are along the following:

- 1. Roxas Blvd, Manila***
- 2. Roxas Blvd, Pasay City***
- 3. Malate, Manila***
- 4. CBD in Makati City***
- 5. CBD in Bonifacio Global City, Taguig City***

Prices should be in Pesos denomination and rates are VAT exempted. Peace Corps does not provide or pay any broker's fee.

If you are interested in submitting a quotation, please do so by sending your completed proposal to:

Name: Niko Vila
Address: US Peace Corps, 6F PNB Financial Center, D. Macapagal Blvd. Pasay City
Email: evila@peacecorps.gov

Quotes are due by the following address by Close of Business on **June 13, 2023**

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.

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. Period of Lease

Estimated to begin in December 2023 planned for a one base year lease with two to four year option renewals.

B. Residential Lease Specifications

PLEASE USE THIS TABLE IN EACH RESIDENCE YOU WILL OFFER
(You can provide multiple list of properties)

Name of landlord	
Building name or village name	
Street address and location	
Rental cost per month including association dues (specify if unfurnished or semi-furnished)	
No. of square meter (gross)	
Security in the vicinity	
Parking slot availability and rate	
Generator and elevator availability	

Will the landlord be open in security construction/upgrade as required by US Embassy-RSO?	
Other Comments (please provide other detailed information which was not mentioned in this form)	

C. Acceptance Criteria

- *All deliverables were met in accordance with the defined schedules and with the terms and conditions of the contract.*
- *Change on price, schedule or any other terms of the contract should always be supported with a written modification signed by both parties.*

D. 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.
(Please refer to the attached Contract Template)

E. Peace Corps Payment Schedule and Terms
(Please refer to the attached Contract Template)

F. Evaluation Factors:

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

- ☒ Useable Square Meter Footage Offered
- ☒ Physical condition and maintenance
- ☒ Location
- ☒ Space Layout / Common Areas
- ☒ Lease Terms
- ☒ Past Performance/Reference Checks
- ☒ Other: Approved by US Embassy – RSO security requirement

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.

G. Instructions to Vendors:

- Please read RFQ in its entirety including factors that will be considered in making award in Section F.
- Return completed RFQ by due date. If you need additional time for submission, please inform the contact person via email.

H. Other Terms/Items Offered at No Additional Cost:

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____ Position/Title: _____
Address: _____
Signature: _____ Date: _____
Phone: _____ Email: _____