

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

RFQ Number: 615-22-003

Date: 14 March 2022

Peace Corps/Kenya has a need for a fuel contract providing duty-free fuel at stations throughout Kenya using fuel cards and payment on post-paid status. Peace Corps is soliciting fixed-price quotations from the vendor community for the supplies and/or services detailed below.

Interested vendors should submit a quotation for the services as described in this RFQ by sending your completed and signed Attachment 1—Vendor Quotation Form by email to:

Name: Robert Wintersteen
Address: 12-26 Awuor Otiende Rd., Milimani, Kisumu, Kenya
E-mail: KE-Recruitment@peacecorps.gov

Quotations are due no later than **12:00pm** (Local Kenya Time GMT +3) on **25 March 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.

Offers received after the closing date will not be accepted.

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.

Price/Period of Performance:

A. Price/Period of Performance

Purchase of Duty-Free Fuel (Diesel and Petrol) at Stations throughout Kenya for the following period:

1 April 2022 – 31 March 2023

Item	Description	Estimated Quantity	Unit Price	Total Price (Unit x 12 months)
001	Post-paid diesel fuel for Peace Corps vehicle fleet of 6	2400 liters per month		
002	Post-paid unleaded petrol (gasoline) fuel for Peace Corps vehicle fleet of 1	400 liters per month		

003	Diesel fuel for 2 generators	600 liters per month		
004	Replacement of Lost/Stolen Card	1 Card		
005	Other Costs			
Total				

Peace Corps may include option periods up to 4 years in the awarded contract.

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs. Peace Corps is VAT exempt. VAT-exemption documentation will be provided along with contract after selection is made.

B. Statement of Work/Description of Requirements

Vendor(s) may be requested to furnish fuel, postpaid fuel cards, and vehicle fuel security and monitoring provisions for Peace Corps/Kenya in accordance with the terms established under the contract. Vendor(s) will be expected to fulfill orders placed under the agreement according to the estimated quantities detailed above.

The purchase price for items purchased under this agreement shall be the prices submitted in response to this quotation. In the event that the Government of Kenya raises or lowers the fuel price in Kenya, the contract established will be modified to reflect the new prices. Proper documentation of the increased fuel price must accompany the modifications.

The following security provisions should also be included at a minimum:

- 1) Individual Driver Pin codes
- 2) Vehicle credit cards with pin codes
- 3) Security label on vehicles to ensure only authorized vehicles are fueled
- 4) Security feature which requires mileage to be entered at time of purchase
- 5) Monthly statements which include vehicle, driver, quantity of fuel, station, mileage entered, etc.
- 6) Online daily access to fueling data
- 7) Email and/or SMS alerts for irregular fueling
- 8) A control process to prevent fraudulent transactions in the event of a lost or stolen card

Extended Warranties Offered by Supplier, if applicable

C. Place of Performance

Location of Work

Peace Corps Kenya
12-26 Awuor Otiende Rd., Milimani, Kisumu, Kenya

D. Delivery Schedule

Preferred station locations are located in counties throughout Western Kenya, though service needs are not limited to these locations and service stations should be available throughout all of Kenya.

Schedule: Fueling must be available 24 hours/day, 7 days/week.

Delivery Location: Fueling stations located across Kenya.

E. 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.

F. Minimum Criteria:

A quotation will not be considered further if it does not meet the following minimum criteria:

- Conformance to Statement of Work/Description of Requirements
- Delivery schedule
- Delivery locations
- Timeline.

G. Contract Terms and Conditions

Payment will be made 30 days after completion of services or as agreed upon in contract negotiations. Favorable payment terms will be considered in the evaluation factors.

Please provide name of a CONTACT PERSON. This will be the liaison person between the vendor and Peace Corps during this procurement.

H. Peace Corps Payment Schedule and Terms

Supplier will receive payment in approximately 30 days after acceptance and receipt of valid/accurate invoice.

I. Evaluation Factors:

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

- Price
- Payment Terms
- Past Performance/Reference Checks
- Other – Security and fraud prevention measures; number and location of participating stations

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award may be made to other than the lowest-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.

J. Instructions to Vendors:

- a. Please read RFQ in its entirety including factors that will be considered in making award.
- b. Return completed RFQ by due date as follows:

- 1) Fill in prices in Attachment A.
- 2) Unless delivery date(s) are provided, provide delivery date(s) in Section D.
- 3) List/state any other terms or items in Section I 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 A. This should include payment terms, warranty provision, and at least three traceable references for works completed of similar nature.
- 4) Sign and return RFQ by required due date.

[End of RFQ]

ATTACHMENT 1 – VENDOR QUOTATION FORM

RFQ Number: 615-22-003

Vendor: _____

Authorized Representative:

Name: _____

Position/Title: _____

Phone Number: _____

E-mail Address: _____

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

Fuel Pricing:**Base:** 1 April 2022 – 31 March 2023

Item	Description	Estimated Quantity	Unit Price	Total Price (Unit x 12 months)
001	Post-paid diesel fuel for Peace Corps vehicle fleet of 6	2400 liters per month		
002	Post-paid unleaded petrol (gasoline) fuel for Peace Corps vehicle fleet of 1	400 liters per month		
003	Generator fuel for 2 generators	600 liters per month		
004	Replacement of Lost/Stolen Card	1 Card		
005	Other Costs			
Total				

Option 1: 1 April 2023 – 31 March 2024

Item	Description	Estimated Quantity	Unit Price	Total Price (Unit x 12 months)
001	Post-paid diesel fuel for Peace Corps vehicle fleet of 6	2400 liters per month		
002	Post-paid unleaded petrol (gasoline) fuel for Peace Corps vehicle fleet of 1	400 liters per month		

003	Generator fuel for 2 generators	600 liters per month		
004	Replacement of Lost/Stolen Card	1 Card		
005	Other Costs			
Total				

Option 2: 1 April 2024 – 31 March 2025

Item	Description	Estimated Quantity	Unit Price	Total Price (Unit x 12 months)
001	Post-paid diesel fuel for Peace Corps vehicle fleet of 6	2400 liters per month		
002	Post-paid unleaded petrol (gasoline) fuel for Peace Corps vehicle fleet of 1	400 liters per month		
003	Generator fuel for 2 generators	600 liters per month		
004	Replacement of Lost/Stolen Card	1 Card		
005	Other Costs			
Total				

Option 3: 1 April 2025 – 31 March 2026

Item	Description	Estimated Quantity	Unit Price	Total Price (Unit x 12 months)
001	Post-paid diesel fuel for Peace Corps vehicle fleet of 6	2400 liters per month		
002	Post-paid unleaded petrol (gasoline) fuel for Peace Corps vehicle fleet of 1	400 liters per month		
003	Generator fuel for 2 generators	600 liters per month		
004	Replacement of Lost/Stolen Card	1 Card		
005	Other Costs			
Total				

Option 4: 1 April 2026 – 31 March 2027

4) Security feature which requires mileage to be entered at time of purchase			
5) Monthly statements which include vehicle, driver, quantity of fuel, station, mileage entered, etc.			
6) Online daily access to fueling data			
7) Email and/or SMS alerts for irregular fueling			
8) A control process to prevent fraudulent transactions in the event of a lost or stolen card			
Others-			

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: _____

Additional Information Required:

Business License: _____

Past Performance/References (3) of Similar Works:

1) _____

2) _____

3) _____

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____