

PEACE CORPS

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

RFQ Number: 615-26-004

Date: 12 May 2026

Peace Corps Kenya has a need for a training facility in **Kisumu town on 20 July to 31 July, 2026; 02 September to 06 September, 2026; and 11 November to 13 November, 2026** for Pre-Service Training (PST) of an incoming cohort of Peace Corps Trainees (PCTs). The property will host PC Kenya Trainees, staff members, and counterparts who will provide support to PCTs. Altogether, the property should have the capacity to accommodate up to 40 people, along with conference facilities for approximately 80 people.

Additionally, the Peace Corps will need private office space. The facility required must be of sufficient size and space to adequately meet the needs detailed below. Peace Corps Kenya 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 only to:

KE-Recruitment@peacecorps.gov

Quotations are due no later than **12:00 PM (Local Kenya Time GMT +3) on 3 June 2026**. 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 are allowed.

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

The facility is required for a maximum of 20 days and a maximum of 55 participants/day, except for the 12 November 2026 event, which requires 180 participants.

The office space will be used for the entire period. The calendar of usage for conferencing and food services is provided in accordance with the following specifications:

Date	Description	No. of nights/days/units
20-31 Jul 2026	Accommodation on half board (Breakfast and Dinner), single rooms for LCFs	8 pax * 11 nights
21-24 Jul 2026	Full Day Conference Package: Lunch, 2 coffee/tea breaks with refreshments for both morning and afternoon, 1 Large Conference Room or Space to accommodate a maximum of 15 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	15 pax * 4 days
27-28 Jul 2026	Full Day Conference Package: Lunch, 2 coffee/tea breaks with refreshments for both morning and afternoon, 1 Large Conference Room or Space to accommodate a maximum of 20 people, additional amenities to	20 pax * 2 days

	include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	
29 Jul 2026	Full Day Conference Package for Practicum partners: Lunch, 2 coffee/tea breaks with refreshments for both morning and afternoon, 1 Large Conference Room or Space to accommodate a maximum of 55 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	55 pax * 1 day
30 Jul 2026	Full Day Conference Package: Lunch, 2 coffee/tea breaks with refreshments for both morning and afternoon, 1 Large Conference Room or Space to accommodate a maximum of 20 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	20 pax * 1 day
31 Jul 2026	Half Day Conference Package for Homestay Family Orientation: Lunch, 1 coffee/tea breaks with refreshments in the morning, 1 Large Conference Room or Space to accommodate a maximum of 20 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	20 pax * 1 day
29 Jul 2026	One break away (small) conference rooms to accommodate 30 people	1 room * 1 days
2 Sep 2026	Airport Transfer for 25 pax with 3 pieces of luggage per person	1 transfer
2-6 Sep 2026	Accommodation on half board (Breakfast and Dinner), shared rooms for Trainees	12 rooms (25 pax) * 4 nights
3-5 Sep 2026	Full Day Conference Package: Lunch, 2 coffee/tea breaks with refreshments for both morning and afternoon, 1 Large Conference Room or Space to accommodate a maximum of 55 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	55 pax * 3 days
3-5 Sep 2026	Two (2) break away (small) conference rooms to accommodate 30 people each	2 rooms * 3 days
2-5 Sep 2026	Three (3) rooms for office space or accommodation rooms converted into office space	3 rooms * 4 days
11-13 Nov 2026	Accommodation on half board (Breakfast and Dinner), shared rooms for Trainees	12 rooms (25 pax) * 2 nights
12 Nov 2026	Swearing-in Ceremony Package: Outside venue to accommodate 180 pax, Dome tent to accommodate 180 pax, PA system, Stage and other Ceremonial Decorations, Special lunch for 180 pax, 4kg Cake, Additional labor and/or transportation charges. When responding, include a full cost breakdown of all items for the above requirements in a separately attached document.	180 pax * 1 day

Training Space Minimum Requirements:

- One large plenary room or space to accommodate 55 participants and two break-away spaces or rooms to accommodate 30 participants. All conference rooms should have functioning air conditioners and internet access 24/7 with full generator use guaranteed in cases of power outage.
- Access to dining room and its amenities with capacity of up to 55 people.
- Three rooms for office space or accommodation or conference rooms converted into office space.
- Outdoor space for one-on-one meetings and sufficient outdoor space for a maximum of 180 people.
- Parking area for at least 6 vehicles.
- Provision of a 150-seater tent upon request.
- Professional cleaning services – cleaning services providers must be available the whole day/every day to keep all facilities always clean during the day.

Accommodation Minimum Requirements

- Facility to accommodate up to 25 pax.
- Daily professional cleaning service for the accommodation includes changing of beddings after each day of use.
- The room should have drinking water, a chair, desk, and cabinet/wardrobe to store clothes.

Meals/Snacks Minimum Requirements

- Two coffee and tea break with snacks for up to 55 people/day.
- Lunch buffet for up to 55 people/day (variety of balanced diet with protein and vegetarian options from the locally available food) as required in schedule above.

Other requirements:

- Security guards for the entire facility 24/7.
- Approval by the US Embassy Security Office for conference and accommodation use.
- Electricity and Water 24/7 with reliable back-up systems.
- The facility must have a secure storage area for Peace Corps equipment and supplies, and this should be available to Peace Corps during the contract period.
- The accommodation and conference facilities must be free from all pests, to be verified by site inspections from the Contracting Officer or his/her designees.
- The kitchen facilities must be sanitary, to be verified by site inspections from the Contracting Officer or his/her designees.
- Supplier Unit Quotes shall be Firm Fixed-Price, and inclusive of any administrative or overhead costs.
- VAT should not be included as Peace Corps is VAT exempt. VAT-exemption documentation will be provided along with contract after selection is made.

B. Place and Period of Performance

The facility must be within the area of Kisumu for use from 20 July to 31 July, 2026; 02 September to 06 September, 2026; and 11 November to 13 November, 2026.

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.

No services can be subcontracted to other lodges or vendors without prior written approval.

Cancellation and refund policies will be negotiated at the time of the award and included in the final contract.

D. Minimum Criteria:

A quotation will not be considered further if it does not meet the following minimum criteria as listed in Section A above (Statement of Work/Description of Requirements):

- The offer must be fully compliant with the Statement of Work.
- Offer must provide all required information as detailed in Attachment I
- All Accommodation and conference rooms and equipment must be ready for inspection by the Contracting Officer or his/her designee.

E. Evaluation Factors:

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

- Price
- Past Performance/Reference Checks
- Quality of Services offered (able to fully meet all specifications in the Statement of Work at a minimum)
- Site evaluation by Contracting Officer(s) or her/her designee.
- Payment terms (no advance payment or lower than 35% preferred)
- Cancellation terms (full cancellation refund or minimal days' notice preferred)

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 in accordance with the above evaluation factors.

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: 615-23-

Vendor:

Vendor's Business Address:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address

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

Date	Description	No. of nights/days/units	Unit Price (KES)	Total (KES)
20-31 Jul 2026	Accommodation on half board (Breakfast and Dinner), single rooms for LCFs	8 pax * 11 nights		
21-24 Jul 2026	Full Day Conference Package: Lunch, 2 coffee/tea breaks with refreshments for both morning and afternoon, 1 Large Conference Room or Space to accommodate a maximum of 15 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	15 pax * 4 days		
27-28 Jul 2026	Full Day Conference Package: Lunch, 2 coffee/tea breaks with refreshments for both morning and afternoon, 1 Large Conference Room or Space to accommodate a maximum of 20 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	20 pax * 2 days		
29 Jul 2026	Full Day Conference Package for Practicum partners: Lunch, 2 coffee/tea breaks with refreshments for both morning and afternoon, 1 Large Conference Room or Space to accommodate a maximum of 55 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	55 pax * 1 day		
30 Jul 2026	Full Day Conference Package: Lunch, 2 coffee/tea breaks with	20 pax * 1 day		

	refreshments for both morning and afternoon, 1 Large Conference Room or Space to accommodate a maximum of 20 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.			
31 Jul 2026	Half Day Conference Package for Homestay Family Orientation: Lunch, 1 coffee/tea breaks with refreshments in the morning, 1 Large Conference Room or Space to accommodate a maximum of 20 people, additional amenities to include: Tables and Chairs, Wi-Fi, Writing pads, Pens, Flip chart paper, and Flip chart stand.	20 pax * 1 day		
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	above requirements in a separately attached document.			
TOTAL (EXCLUDING VAT)				

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

- Please read RFQ in its entirety including factors that will be considered in making award in Section E.
- Return completed RFQ by due date as follows:
 1. Fill in requested information and prices in Attachment 1.
 2. List/state any other terms or items 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.
 3. Sign and return RFQ by required due date.

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____

Signature: _____

Date: _____