

PEACE CORPS

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

RFQ Number: 615-26-006

Date: 17 June 2026

Peace Corps Kenya has a need for conference and accommodation services for a Volunteer Close of Service (COS) Conference to be held in **Eldoret** from **3-6 August 2026**. Peace Corps is soliciting fixed-price quotations from you and several of your competitors 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 **8:00 AM (Local Kenya Time GMT +3) on 06 July 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 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

Services required are for Peace Corps Kenya Volunteer Close of Service Conference o/a August 5-9, 2024 in accordance with the following specifications:

Date	Description	No. of nights/days/units
3 Aug 2026	Accommodation (standard single rooms) on Half Board (Breakfast and Dinner)	33 Pax x 1 Night
4 Aug 2026	Accommodation (standard single rooms) on Half Board (Breakfast and Dinner)	27 Pax x 1 Night
5 Aug 2026	Accommodation (standard single rooms) on Half Board (Breakfast and Dinner)	26 Pax x 1 Night
4 Aug 2026	Full Day Conference Package (1 big Conference Room, 1 Break-out Room, 2 coffee/tea breaks/day and buffet lunch) amenities to include: Water dispensers, Wi-Fi, Projector, Screen and Sound System, Writing pads, Pens, Flip chart paper, and Flip chart stands	33 Pax x 1 Day
5 Aug 2026	Full Day Conference Package (1 big Conference Room, 1 Break-out Room, 2 coffee/tea breaks/day and buffet lunch) amenities to include: Water dispensers, Wi-Fi, Projector, Screen and Sound System, Writing pads, Pens, Flip chart paper, and Flip chart stands	27 Pax x 1 Day
5 Aug 2025	Celebratory Cake – Flavor to be determined	2kgs

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs. VAT should not be included in the quote, as Peace Corps is VAT exempt. VAT-exemption documentation will be provided along with contract after selection is made.

All prices must be quoted in Kenyan Shillings (KES). Prices should be valid for a reduction or increase in the services provided by up to 10 percent.

Supplier must provide all accommodation and conference services at its location. Sub-contracting at a separate location due to overflow from overbooking is not authorized. Location must not require participants to pay any parking entrance fees to gain access.

- Conference Room with air conditioners and internet access
 - One conference room and one break away space or room to accommodate 33 participants. All conference rooms should have functioning air conditioners and internet access 24/7 with full generator use guaranteed in cases of power outage.
- Conference rooms should be equipped with the following:
 - Audio connection
 - Overhead projector and screen
 - Stationery (Writing pads, pens, Flip charts)
- Wi-Fi Requirements for the Conference rooms:
 - Unlimited high speed Wi-Fi accessibility
 - Separate conference Wi-Fi network (from other venue/guests) preferred
 - No log in/log on procedures for participants preferred
 - Ethernet capability for all computers in case of Wi-Fi issues or if a faster connection is needed
 - Extended Warranties offered by Supplier, if applicable
- Stand-by staff to assist with any issues that may arise related to information technology and Wi-Fi.
- Outdoor space must be available with sufficient enough space to accommodate 33 people participating in dynamic team-building activities.
- Food and beverages will be rendered by the vendor in accordance with the time menu pre-approved by Peace Corps.
- Vendor must meet physical security standards as required by the US Embassy RSO.

B. Place and Period of Performance

Delivery Date(s):

Monday, August 3 through Thursday, August 6, 2026

Delivery Location:

Qualified and selected vendor in **Eldoret**, Kenya.

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 without prior written approval.

Cancellation and refund policies will be negotiated at the time of 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:

- Offer must be fully compliant with Statement of Work/Description of Requirements.
- Offer must provide all required information as detailed in Attachment I
- All accommodation, conference rooms, and equipment must be ready for inspection by the Contracting Officer or his/her designee.
- All meals to be served per the prior agreed upon time.
- Vendors must meet physical security standards as required by the US Embassy RSO.

E. Evaluation Factors:

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

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

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: 615-26-006

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

Date	Description	No. of nights/days/units	Rate per night/day/unit (KES)	Total (KES)
3 Aug 2026	Accommodation (standard single rooms) on Half Board (Breakfast and Dinner)	33 rooms * 1 nights		
4 Aug 2026	Accommodation (standard single rooms) on Half Board (Breakfast and Dinner)	27 rooms * 1 nights		
5 Aug 2026	Accommodation (standard single rooms) on Half Board (Breakfast and Dinner)	26 rooms * 1 nights		
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5 Aug 2025	Celebratory Cake – Flavor to be determined	2kgs		
Total (VAT EXEMPT)				

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. Provide an attached list of 3 references with accurate contact information.
 4. Sign and return RFQ by required due date.

Past Performance/References (3) of Similar Works:

- 1) _____
- 2) _____
- 3) _____

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____