

PEACE CORPS

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

RFQ Number: PC-637-22-RFQ-39

Date: 21-July-2022

Peace Corps/Botswana has a need for catering services. 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 e-mail to:

Name: Pako Naomi Sello
 Title: Training & Events Coordinator
 E-mail: psello@peacecorps.gov

Quotations are due no later than 3:00 PM, Friday 29-July-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.

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

Peace Corps seeks quotations from reputable food vendors around Ramotswa, Boatile and Taung to provide tea and lunch for an estimated duration of 11 weeks (three times a week totaling to 27 days) beginning **September 12th – November 12th, 2022**. These services will be provided three times a week on selected days that will be communicated with the selected vendor. The following represents the quantities and services we require for the duration as given.

Item	Description	Planned Dates	Qty
001	Morning Tea and Snack	September 12 th – November 12 th (27 days)	28
002	Buffet Lunch (3 starch options, 2 proteins, 3 salads)	September 12 th – November 12 th (27 days)	28
003	Assorted Soft Drinks	September 12 th – November 12 th (27 days)	28

The vendor will provide catering services for Peace Corps Trainees and services as per our needs, without the need to outsource. The vendor must demonstrate and produce proof of good food handling and hygiene as well as all required safety regulations. To that end, the vendor must be compliant with the Government of Botswana's COVID 19 protocols, and must be willing to comply with additional Peace Corps Botswana requirements. The Vendor must have knowledge of and ability to provide for diverse dietary requirements including vegan, vegetarian, gluten and all others that may be required at the time of service, without the need to outsource any services.

The vendor **MUST** be in a position to make timely deliveries at all times.

B. Place of Performance

This service must be rendered in Ramotswa. Further, the vendor must complete a kick-off meeting with the Peace Corps at the hotel site to demonstrate various compliance measures. This meeting must be conducted no later than August 4th.

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:

- Submitting a complete quotation by the specified deadline
- All requirements listed in section “A. Statement of Work”
- All requirements listed in section “B. Place of Performance and Required Delivery Schedule”

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: PC-637-22-RFQ-39

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

Item	Description	Planned Dates	Qty	Cost
001	Morning Tea and Snack	September 12 th – November 12 th (27 days)	28	
002	Buffet Lunch (3 starch options, 2 proteins, 3 salads)	September 12 th – November 12 th (27 days)	28	
003	Assorted Soft Drinks	September 12 th – November 12 th (27 days)	28	
Total(Vat Inclusive)				

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: *Make an indication of sample menus as well as food transportation and time management plans.***SUPPLIER AUTHORIZED REPRESENTATIVE**

Signature: _____

Date: _____