



## PEACE CORPS OVERSEAS REQUEST FOR QUOTATION

### PEACE CORPS

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

RFQ Number: 641-PC-2021-004

Date: **July 1, 2021**

Peace Corps/Ghana has a need for one vehicle. Peace Corps is soliciting fixed-price quotations from the vendor community for the vehicle 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 to:

Name: Jamille Shuler  
Address: PEACE CORPS  
P.O. Box 5796  
ACCRA-NORTH  
Email: [gh-jobs@peacecorps.gov](mailto:gh-jobs@peacecorps.gov)

Any questions regarding the RFQ may be addressed to Rexford Asamoah on [rasamoah@peacecorps.gov](mailto:rasamoah@peacecorps.gov). No phone inquiries will be accepted.

Technical Questions only: Contact Stanley Mensah, (233) (0)302.744.606, 0244311182, [smensah@peacecorps.gov](mailto:smensah@peacecorps.gov)

**Quotations are due not later than 5pm on August 2, 2021. 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 vehicles to the selected vendor. The Peace Corps reserves the right to make a partial award of the requirements identified below to one or more vendors.

### A. Statement of Work/Description of Requirements

Peace Corps requires the vehicle and services identified below.

Item	Description (Make, Model, and Body Style)	Qty	Specifications
001	Toyota Coaster Bus Standard	1	See Chart 004

All vehicles must contain the following standard options:

- Be unused with original, unused parts
- Seat belts (all locations, including front, rear, side, middle, and jump seat passengers)
- Air conditioning
- AM/FM radio and CD player
- Power assisted steering
- Intermittent wipers
- Owner's manual in English
- Electronic anti-theft system
- Steering wheel lock
- The manufacturer's commercial warranty registered to the Peace Corps as the first registered owner

All vehicle(s) must meet local regulations and be able to be supported by the local authorized distributor.

All vehicle(s) must include general specifications.

The vendor must register all vehicle(s) with the proper authorities in Ghana identifying the US Embassy of Ghana as the legal owner of the vehicle(s) in accordance with US Embassy requirements, which will be provided to the vendor by the US Embassy and/or Peace Corps.

If importing the vehicles into Ghana the vendor must:

- Complete the customs clearance based on duty exemption approval documents provided to the vendor by the Peace Corps;
- Transport the vehicle to Accra; and
- Complete the necessary importation registration paperwork.

<b>CHART 004</b>	
<b>Make, Model, and Body Style</b>	Toyota Coaster Bus Standard
<b>Engine Size</b>	4164 cc
<b>Passenger Capacity</b>	30
<b>Transmission Type</b>	Manual
<b>Fuel Type</b>	Diesel
<b>Steering Wheel Position</b>	Left Side
<b>Additional Specifications</b>	- Installed all season safety tires - Floor carpets - Fire extinguisher - Security Alarm - Installed bull bumper

**B. Place of Performance: Accra**

**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:

- Ability to provide the vehicle(s) which meet all standard specifications and include all specific requirements noted in **Chart 004** to the required delivery address within 30 days of this Posting.
- Vendor confirmed that they are able to register all vehicle(s) with the proper authorities in Accra, identifying the US Embassy of Ghana as the legal owner of the vehicle(s) in accordance with US Embassy requirements, which will be provided to the vendor by the US Embassy and/or Peace Corps.
- If importing the vehicles into Ghana, vendor confirmed they are able to complete the customs clearance based on duty exemption approval documents provided to the vendor by the Peace Corps; transport the vehicle to Accra; and complete the necessary importation registration paperwork.

**E. Negotiations and Selection:**

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.

**ATTACHMENT 1 – VENDOR QUOTATION FORM**

RFQ Number: 641-PC-2021-004

Vendor:

Vendor's Business Address:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

Item	Description (Make, Model, and Body Style)	Qty	Specifications	Unit Price	Total
001	Toyota Coaster Bus Standard	1	See RFQ for standard specifications and Chart 004 in RFQ for specific requirements		
002	Register US Embassy as owner of vehicle in Ghana	1			
003	Customs clearance completion.	1			
004	Transportation of vehicle(s) to Accra, Accra	1			
005	Importation registration paperwork.	1			
006	Other local paperwork/fees not included above.	1	Vendor to describe.		

By checking this box, I confirm that the vehicle(s) quoted above include all of the standard specifications and all specific requirements specified in the RFQ. I have attached full vehicle specification sheets for the quoted vehicle(s) to this quotation.

By checking this box, I confirm that, if awarded a contract for the vehicle(s) quoted above, the vendor I represent is able to register all vehicle(s) with the proper authorities in Ghana, identifying the US Embassy of Ghana as the legal owner of the vehicle(s) in accordance with US

Embassy requirements, which will be provided to the vendor by the US Embassy and/or Peace Corps.

By checking this box, I confirm that 1) if awarded a contract for the vehicle(s) quoted above, I will be importing it/them into Ghana to satisfy the requirement.  By checking this box, I further confirm that the vendor I represent is able to complete the customs clearance based on duty exemption approval documents provided to the vendor by the Peace Corps; transport the vehicle to Accra, Ghana; and complete the necessary importation registration paperwork.

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 (The manufacturer's commercial warranty registered to the Peace Corps as the first registered owner is the minimum required.):

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_