

PEACE CORPS

Overseas Request for Quotation (RFQ) for Office for Leasing

Date: April 26, 2026

Peace Corps intends to offer a firm-fixed price contract for leasing an office. The contract would be a one-year base period with the option for four additional years.

Interested offerors should submit description of available property including gross and net square meters and a monthly rental quote for the services described in this RFQ. Please see the Evaluation Factors for more details.

Prospective offerors who meet the RFQ requirements must submit an email to GH-Procurement@peacecorps.gov no later than close of business on June 12, 2026.

A site walkthrough will be required for all shortlisted properties, and participation in this process is necessary for further consideration under this announcement.

All questions regarding this RFQ must be submitted electronically to the email address above. No phone inquiries will be accepted. Incomplete or late quotations will not be considered. Quotations must be submitted electronically to the above mentioned email address

Evaluation Factors

The minimum requirements are as follows:

- Minimum square meters requirement 400.
- Contains room for a minimum of 35 workstations
- Contains 1 Conference room for a minimum of 35 people.
- Minimum 8 bathrooms
- Secure parking space for minimum 30 vehicles
- Located in Cantonments or Labone area

Preferred

- Located no greater than 10 minutes driving distance from the U.S. Embassy
- Availability of server room, cashier office, kitchen space, medical unit or potential space to build out the required space

Peace Corps is looking for office property located in the Labone or Cantonments area of Accra. The property should have space for 35 workstations/desks, 30 vehicle parking spaces, one conference room, a minimum of eight bathrooms, and a green outdoor area. The potential office location should be within 10 minutes of the U.S. Embassy. Electrical and plumbing systems should be up to date and require only limited upgrades. All windows and doors should have high security locking mechanisms. Additional desirable security features include razor wire on fencing, a guard house at the gate, and grilles on the windows. The property should also have a generator or adequate space to install one.

Instructions to Vendors:

Please read RFQ in its entirety including evaluation factors that will be considered in making an award.

Return the completed RFQ response by the due date and include the following:

- 1) Provide an email that describes the property and location. A floor plan or layout of the property is also desirable.
- 2) Proposed monthly rental information and payment terms.
- 3) Include at least one photo showing the residence from the outside.
- 4) Proof of property ownership (prior to contract signing).

The subject line of all emails must, at a minimum, read: "Request for Quotations – Office"

Please note the following:

- Emails which require documents to be downloaded from a cloud service will not be accepted. Examples include Dropbox, Google Drive, or any other cloud service.
- Submit all documents in one email, if possible. Peace Corps does not accept attachments which exceed a combined total size of 20MB.