

## PEACE CORPS

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

RFQ Number: RFQ-637-23-001

Date: November 17, 2022

Peace Corps Botswana has a need for conference services to be held in **Gaborone:**

**Date:** January 21-28, 2023

Number of Pax: 50 people

The Peace Corps is soliciting fixed-price quotations from the vendor community for the 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: [BW-QUOTATION@peacecorps.gov](mailto:BW-QUOTATION@peacecorps.gov)

Quotations are due no later than 12:00 PM Noon (Local Botswana Time) on **December 3<sup>rd</sup>, 2022**. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the email 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 Botswana – PEPFAR Financial Conference at o/a January 21 - 28, 2023 in accordance with the following specifications:

## Peace Corps Botswana - PEPFAR Financial Conference

Item	Description	Quantity
001	January 21 <sup>st</sup> , 2023- Accommodation (Standard single rooms) Breakfast included?	8Pax
002	January 22, 2023- Accommodation (Standard single rooms) Breakfast included?	50Pax x 1 day
003	January 23-28, 2023 Accommodation (Standard single rooms), Breakfast included? Checking out the 28th	50Pax x 5 days
004	January 23-27 Conference Package (1 big Conference Room, 2 coffee/tea breaks/day and buffet lunch) amenities to include: Wi-Fi, Projector, Screen and Sound System (Writing pads, pens, Flip chart paper and Flip chart stand)	50Pax x 5 days
005	Participants Airport Pickups and Drop offs (arrival and departure dates will be communicated with selected vendor)	50 pax

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

Prices should be valid for a reduction or increase in the services provided by up to 10 percent.

- Conference Room with air conditioners and internet access  
One conference room to accommodate 50 or more participants preferred and 1 break away space or room to accommodate 25 participants. All conference rooms should have functioning air conditioners and internet access.
- Conference rooms should be equipped with the following:
  - Audio connection
  - Overhead projector and screen
  - Stationery (Writing pads, pens, Flip charts)
  - 24/7 electricity
- 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
 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 for one on one meeting and sufficient outdoor space for Peace Corps for at least 50 people.
- Food and beverages will be rendered by the vendor in accordance with the time menu pre-approved by Peace Corps.

## **B. Place and Period of Performance**

### **Delivery Date(s):**

<b>Item</b>	<b>Description</b>	<b>Date</b>	<b>Final Payment</b>
001	Conference Package	January 21-28, 2023	30 days after receipt of accurate and valid invoice

### **Delivery Location:**

POC Name: Tom Geraghty, Director of Management and Operations

Mailing Address: Peace Corps, Botswana, Gaborone

Physical Address: US Peace Corps Botswana  
Kgale Mews Plot 115 Unit 15  
P/Bag 00243  
Gaborone BOTSWANA

## **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.
- Offer must provide all required information as detailed in Attachment I

- All Accommodation and conference rooms, 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.
- All airport pick up and drop offs will be handled per prior agreed upon schedule

**E. Evaluation Factors:**

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

  X   Price

  X   Past Performance/Reference Checks

  X   Quality of Services offered (able to fully meet all specifications in the Statement of Work at a minimum and provide clear COVID-19 prevention strategies)

  X   Payment terms (no advance payment or lower than 35% preferred)

  X   Cancellation terms (full cancellation refund or minimal days' notice preferred)

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value 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**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>001</b>	January 21st, 2023- Accommodation (Standard single rooms) Breakfast included?	8Pax		
<b>002</b>	January 22, 2023- Accommodation (Standard single rooms) Breakfast included?	50Pax x 1 day		
<b>003</b>	January 23-28, 2023 Accommodation (Standard single rooms), Breakfast included? Checking out on the 28th	50Pax x 5 days		
<b>004</b>	January 23-27, 2023 Conference Package (1 big Conference Room, 2 coffee/tea breaks/day and buffet lunch) amenities to include: Wi-Fi, Projector, Screen and Sound System (Writing pads, pens, Flip chart paper and Flip chart stand)	50 Pax x 5 days		
<b>005</b>	Participants Airport Pickups and Drop offs (arrival and departure dates will be communicated with selected vendor)	50 Pax		
<b>007</b>	Other			
<b>TOTAL</b>				

RFQ Number: RFQ-637-23-001

Vendor:

Vendor's Business Address:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

- 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. Unless delivery date(s) are provided, provide delivery date(s) in Section D.
  3. 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 in Section B.
  4. Sign and return RFQ by required due date.

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_

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

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