

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

RFQ Number: 001

Date: 13 January 2023

Peace Corps/Cameroon has a need for Security Guard Services at our Ngaoundere Regional Office. 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: Director of Management and Operations
Address: Peace Corps Cameroon Office – Unity Avenue
E-mail: CM-PROCUREMENT@peacecorps.gov

Quotations are due no later than January 29, 2023. 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

I-Work requirements

1) - General

The United States Peace Corps Cameroon requires the operation and management of guard services in order to prevent unauthorized access, protect life, maintain order, and deter criminal attacks against employees, dependents and property. The Contractor shall furnish managerial, administrative and direct labor personnel to complete all work as required in this contract. The Contractor shall designate a representative who shall supervise the Contractor's work force and be the Contractor's liaison with the United States Peace Corps. A designated person(s) shall be placed in charge of each shift and shall have supervision responsibilities of Contractor's employees on site only for contractual duties and not for any other business or purposes. Specific services are described in detail below.

2)-Personnel

The Contractor shall provide trained guard personnel for posts designed and for the hours indicated in Attachment B - Guard Posts for U. S. Peace Corps Cameroon. The Contractor's pool of guards for this contract will remain fixed; any changes should be subject to the approval of the CO/POC.

3)-General orders and post orders.

3.1- Definitions

"Employee" and "Guard" are used interchangeably and refer to the personnel hired by the Contractor to fulfill Peace Corps' security requirements.

"General Orders" means those instructions, directives and guidelines that apply to all guard personnel.

"Guard post" or "Post" means a site or location where a guard is assigned for a specific period of time to perform prescribed functions. One location may have more than one guard posts. Thus, several guards assigned during the same time. The number of guard posts, therefore, is the same as the number of guards assigned.

"Post Orders" mean detailed instructions to persons assigned to a specific guard post.

3.2- The Contractor shall prepare General Orders and post Orders for the guard force. These General Orders and post Orders must be approved by the Contracting Officer's, prior to issuance. The Contractor shall provide these drafts to the COTR for review within thirty days of the signing of contract.

The Contractor is required to establish a **Quality Assurance Plan** based on **Attachments B, C and D**. The Contractor is required to establish a system for dealing with Contractor employees (guards) that includes a penalty for those who do not comply with the Quality Assurance plan.

3.3- General Orders and Posts Orders shall be written in consideration of and in conformance with the duties and responsibilities described in subsection 5 below.

4) - Posts.

A detailed listing of posts and hours of coverage required, by guard category, is provided in **Attachment B** - Guard Posts for U. S. Peace Corps Cameroon and is made part of this contract.

5) - Duties and responsibilities

Under the direction of the CO and Peace Corps Country Director (CD), the Contractor shall provide guard services at the Peace Corps Cameroon Regional Office in Ngaoundere as specified in **Attachment B**. The guards provided by the Contractor will be responsible for access control at the Regional office.

The guard will be awake and alert at all times. They will patrol the front and backsides of the office building at least once every half-hour. The guard's station of duty will be located near the entrance gate to the property. The guard will ensure that outside security lights are turned on at night and are turned off during the day. The guard will keep out all strangers such as beggars and peddlers. The guard will maintain a cell phone/radio/walkie-talkie for emergency contact during non-work hours and weekends and maintain the visitor log for the Peace Corps Cameroon Regional office.

5.1) - Entry control.

The Contractor shall date and report unauthorized personnel or vehicular entry into areas designated by the Security Office as a controlled area. The Contractor shall report all serious or unexpected incidents to the Safety & Security Manager or Director of Management and Operations at the Peace Corps Office.

5.2.1) - Entry Control at Office Building

The Contractor shall intercept and identify visitors outside of the secure premises. Guard shall screen visitor identification. At office building, guards shall request specified identification cards and shall permit only persons named on appropriate list and holding appropriate identification (Peace Corps ID or US passport) to enter the premises. Guards shall retain visitors whose arrival is not expected at the entrance until cleared by authorized personnel inside the office; only the Director of Management and Operations or CD may authorize entry to the office space. At the direction of the Safety & Security Manager or Director of Management and Operations, the Guard shall physically examine visitors and their effects and possessions to detect the presence of firearms or other weapons. If anyone refuses to identify himself and attempts to enter the building/office, the guard shall use necessary force to detain the individual and shall notify the Peace Corps Office.

5.2.2)

5.2.3) - Provide escort

The Contractor shall provide escorts for visitors and material as required at office buildings. Guard shall make physical examinations of packages and mail as deemed necessary by the Peace Corps Country Director or his/her delegate.

5.2.4) - Patrol perimeter

The Contractor shall make rounds of assigned areas at least two times each hour. Guards shall change their course and pace while patrolling ground to avoid establishing a set time and pattern of perimeter rounds.

5.2.5) - Inspection and surveillance

The Contractor shall physically examine all packages and mail delivered to or carried by any person attempting to pass a guard post. Guards shall inspect Office perimeters. Guards shall endeavor to detect and prevent fires at Office, in the event of which guards shall summon the fire Department and assist in evacuation of persons. Guard shall report to the local police and Peace Corps Safety & Security Manager or Director of Management and Operations any suspicious vehicles or persons near the office.

5.2.6) - The Contractor shall provide mobile, roving patrol services for the Peace Corps Regional Office in Ngaoundere. A minimum of 1 mobile, roving patrol unit is required. The mobile, roving patrol shall operate 24 hours a day 7 days a week. Scheduling for the patrol shall be varied constantly to prohibit anticipating its route. A list of the specific tasks of the mobile, roving patrol unit, including record keeping, at the checkpoint shall be provided by the CO/POC following contract award.

5.2.7)-The Contractor shall provide all equipment for the mobile, roving patrol. Equipment required for the mobile roving patrol is listed in Attachment E - Contractor Furnished Materials.

5.3) - Communication

The Contractor will provide a walkie-talkie phone for their Guards at the office. This walkie-talkie phone must always be present and accessible for/with the Guard on duty at the office

5.4) - Maintain logs and records.

5.4.1) Operational records

The Contractor shall provide a log, consisting of bound ledger, with lined paper and numbered pages for the post. Post orders will provide instructions for the guards of the post. Also, incident report forms will be required for recording information about any incident at the post. The design of this form shall be prepared in draft by Contractor and approved by CO/POC. These records will be shared with Peace Corps.

5.4.2) - Administrative records.

The Contractor shall prepare a monthly assignment sheet for the post that lists the name of the guard assigned to the post. This is to be provided to the CO/POC for approval during the last week of the month. The Contractor shall maintain other administrative files, which shall at a minimum include personnel files on all employees furnished under the contract. The CO/POC is authorized to examine the Contractor's administrative files and will do so during the annual performance evaluation of the Contractor's performance. Daily time and attendance records may be reviewed as required by the CO/POC.

6) - Types of services

6.1) - Standard services

Attachment B specifies the security postings included in the standard security services, as defined in Number 5 above (Duties and responsibilities). The Contractor shall not subcontract for the standard services.

6.1.2)-The Contractor shall distribute to the guard post one copy of the approved U.S. Peace Corps Cameroon Guard Instructions, General and Post Orders, as found in **Attachment C**.

6.2)-Additional or Emergency Services

“Additional services” or “emergency services” are extra services within the scope of this contract but not specified in **Attachment B**. Overtime is considered additional services for the purposes of this contract. Under no circumstances shall the performance of duties listed in Attachment B constitute additional or emergency services. The Contractor shall not subcontract for the additional or emergency services.

6.2.1)-The CO/POC may orally request additional or emergency services to meet increased workload, temporary need for services arising from visitors to post or special events. Any non-expendable equipment or expendable supplies to be supplied by the Contractor must be related to the additional or emergency services and must be approved by the CO/POC. Under no circumstances shall material or equipment be ordered to supply or replace items listed in **Attachment E**.

6.2.2)-The CO/POC shall confirm each oral request for additional or emergency services in writing within forty-eight (48) hours of the oral request.

6.2.3)-The Contractor shall include in its next regular invoice details of the additional or emergency services and, if applicable, materials, provided pursuant to this subsection. The Contractor shall also include a copy of the CO/POC's written confirmation to provide such services.

II-SPECIAL CONTRACTOR REQUIREMENTS

1)-The Management Plan

The Contractor shall establish a complete management program to assure that the requirements of the contract are provided as specified. The Contractor's management plan shall ensure timely, professional, and quality performance and achievement of deadlines.

2)-Contractor's Organization and Management

The Contractor's management plan shall describe the organization of the guard force, specify the names and responsibilities of the principal manager and all supervisors, and indicate the manner in which quality of guard force performance is to be assured, including the frequency of inspections of posts by the shift and the use of operational records. The plan shall include organizational and functional charts reflecting line management responsibility. It shall describe the procedures whereby the Contractor will respond to the mission, as specified in the contract and as defined by the CO/POC, on a daily basis. The plan shall describe management procedures for logistical administrative support of all functions, including procedures for timely payment of personnel.

3)-Contractor's Inspection System

The contractor's management plan shall establish an inspection system covering all the services stated in Attachment A, Section I.5.

4) - Description/Specifications/Work statement

The Inspection of system shall (a) specify area to be inspected on both scheduled and unscheduled bases, (b) include a method of identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable, (c) include a filing system for all inspections conducted by the Contractor during the term of the contract and d) specify the corrective action required to correct deficiencies.

5)-Contractor's Maintenance, Use, and Inventory Programs

The Contractor's management plan shall include written maintenance, use, and inventory programs for all property, equipment, and materials used in performance of the contract. The maintenance program shall include preventive maintenance, major repair, replacement, and other capital rehabilitation work. Use procedures that shall ensure that property equipment and materials will be used only for those purposes authorized in the contract. The inventories, including scheduling, responsibilities, and receipt keeping for all property, equipment and materials used is the responsibility of the Contractor.

6)-Security

The Peace Corps reserves the right to deny access to Peace Corps owned and Peace Corps operated facilities to any individual. The Contractor shall provide the names, biographic data, police clearance, and medical exam documentation of all Contractor personnel who shall be used on this contract prior to their utilization (See subsection 7)-Peace Corps Approval and Acceptance of Contractor Employee.)

Upon approval of their utilization, the Peace Corps shall issue identity cards to certain Contractor personnel, each of whom shall display his/her card(s) on the uniform at all times while on Peace Corps property or while on duty at the Regional Office. These identity cards are the property of the Peace Corps and the Contractor is responsible for their return upon termination of contract, when an employee leaves Contractor service, or

at the request of the Peace Corps. It is therefore incumbent upon the Contractor to notify the CO/POC before actual termination of guard assigned to the US Peace Corps.

7) - Peace Corps Approval and Acceptance of Contractor Employees.

The Contractor shall subject its personnel to the Peace Corps' approval. All employees must pass a suitable investigation conducted by the Contractor. Also required is a police check covering criminal and/or subversive activities and a check of personal residence. All such investigations shall be made available in summary form to the CO/POC for review and approval or disapproval.

8)-Peace Corps furnished property/equipment for Peace Corps Cameroon work.

All Peace Corps furnished property or items are provided in an "as is" condition and shall be used only in connection with performance under this contract. A listing of the Peace Corps furnished property that is used at the satellite office under the terms of this contract can be found below in II.8.2). The Contractor is responsible for the proper care, maintenance and use of Peace Corps property in its control during the times when the Contractor is working under the terms of the contract. The negligent use of Peace Corps furnished property that results in damage or destruction will be cause for repair or replacement at the Contractor's expense.

8.1)-The Contractor shall maintain written records of work performed and report the need for repair or replacement for Peace Corps property that will be used only for those purposes authorized in the contract and that any required approvals for use will be obtained prior to use.

III-Standards of Conduct

1)-General

The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity, and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Peace Corps. Guards must at all times use politeness and courtesy when dealing with visitors to the Peace Corps office. The Peace Corps reserves the right to direct Contractor to remove an employee from the work site for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Peace Corps. Contractor employees must follow the Acceptable Quality Levels as cited in **Attachment D**.

2)-Appearance

The Peace Corps requires a favorable image and considers it to be a major asset of a protective force. The employee's attitude, courtesy, and job knowledge are influential in creating a favorable image. However, the majority of people form an opinion by the appearance of uniformed employees. Therefore all contract employees are required to wear prescribed uniform while on duty. The Contractor shall ensure that guard personnel at all times present a neat appearance, paying particular attention to their personal hygiene, bearing, uniform, and equipment.

3)-Uniform and Personnel Equipment

The Contractor shall provide for each guard and supervisor uniforms and personal equipment as detailed in **Attachment E - Contractor Furnished Materials**. The Contractor shall bear the responsibility of purchasing, cleaning, pressing, and repair of the uniforms. The Contractor's employees shall wear clean, neat and complete uniforms (Including shoes issued by the Contractor) when on duty. All employees shall wear the uniforms approved by the CO/POC.

3.1)-Neglect of Duties shall not be condoned. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the work site security.

3.2)-Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in directive activities that interfere with normal and efficient Peace Corps operations.

Item	Description	Qty
001	Day Guards	01
002	Night Guards	01
003	Rotating Guards	01
004	Radio VHF and Alarm Service	01

Additional or emergency services:

Item	DESCRIPTION OF SERVICE	QTY
001	Security Guard(day/night)	01
002	K9(dog + master)	01
003	Intervention Unit Officer	01
004	Close Protection Officer (within town)	01
005	Supervisor	01

The Base Period March 1, 2023 to February 28, 2024

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
	One time Alarm installation fees	01		
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		

*** Security Guard's net salary per month must be a minimum of 50% of the cost per guard

TOTAL	
ANNUAL VALUE	

Option 1 March 1, 2024 to February 29, 2025

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		

*** Security Guard's net salary per month must be a minimum of 50% of the cost per guard

TOTAL	
ANNUAL VALUE	

Option 2 March 1, 2025 to February 28, 2026

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		

*** Security Guard's net salary per month must be a minimum of 50% of the cost per guard

TOTAL	
ANNUAL VALUE	

Option 3 March 1, 2026 to February 28, 2027

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		

*** Security Guard's net salary per month must be a minimum of 50% of the cost per guard

TOTAL	
ANNUAL VALUE	

Option 4 March 1, 2027 to February 28, 2028

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		

*** Security Guard's net salary per month must be a minimum of 50% of the cost per guard

TOTAL	
ANNUAL VALUE	

B. Place of Performance Peace Corps Cameroon – Ngaoundere Regional Office

Item	Description	Date
1	Installation of Alarm System	March 01-21, 2023
2	Monthly Recurring Charge	March 1, 2023 to February 28, 2024
3		

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:

- Past Performance/Reference Checks
- Company's Disciplinary Codes
- Total Price
- Remuneration of guards and vacation policy
- Permit, Licenses and appointments in compliance with host country laws
- Payment Terms/Electronic Fund Transfer (EFT)

E. Evaluation Factors:

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

- NA
-

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: 001

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

The Base Period March 1, 2022 to February 28, 2023

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
	One time Alarm installation fees	01		
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		
*** Security Guard’s net salary per month must be a minimum of 50% of the cost per guard				
TOTAL				
ANNUAL VALUE				

Option 1 March 1, 2023 to February 29, 2024

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		
*** Security Guard’s net salary per month must be a minimum of 50% of the cost per guard				
TOTAL				
ANNUAL VALUE				

Option 2 March 1, 2024 to February 28, 2025

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		
*** Security Guard’s net salary per month must be a minimum of 50% of the cost per guard				
TOTAL				
ANNUAL VALUE				

Option 3 March 1, 2025 to February 28, 2026

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		

*** Security Guard's net salary per month must be a minimum of 50% of the cost per guard

TOTAL	
ANNUAL VALUE	

Option 4 March 1, 2026 to February 28, 2027

NO	DESCRIPTION OF SERVICE	QUANTITY	UNIT PRICE	TOTAL
1)	Day Guards	01		
2)	Night Guards	01		
3)	Rotating Guards	01		

*** Security Guard's net salary per month must be a minimum of 50% of the cost per guard

TOTAL	
ANNUAL VALUE	

Additional or emergency services:

Item	DESCRIPTION OF SERVICE	QTY	Unit Price	Total
001	Security Guard(day/night)	01		
002	K9(dog + master)	01		
003	Intervention Unit Officer	01		
004	Close Protection Officer (within town)	01		
005	Supervisor	01		

GRAND TOTAL CONTRACT PRICE, INCLUDING ALL OPTION YEARS	
001	Base Period
002	Option Year 1
003	Option Year 2
004	Option Year 3
005	Option Year 4
Grand Total including all option years	

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:

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____