**PEACE CORPS**

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

RFQ Number:

Date: August 23, 2023

Peace Corps Albania and Montenegro has a need for 2 vehicles. 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 to the attention of the Director of Management and Operations for Peace Corps Albania and Montenegro using the following E-mail address:

**AL-Information@peacecorps.gov**

Quotations are due no later than **5:00 p.m. (CET) on September 4th 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 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.

If a Vendor is unable to provide all required vehicles, they may submit a quotation only for the vehicle for which they can meet the requirements.

1. **Statement of Work/Description of Requirements**

Peace Corps requires the vehicles and services identified below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description (Make, Model, and Body Style)** | **Qty** | **Specifications** |
| 001 | Toyota Highlander - 2.5 HYBRID AWD-I E-CVT | 1 | See Chart 001 |
| 002 | Toyota Rav4 - 2.5 HYBRID AWD-I E-CVT | 1 | See Chart 002 |

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
* Mud guards
* 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
* Toyota rear roller shutter (on top of the luggage area)

All vehicles must meet local regulations and be able to be supported by the local authorized distributor.

The vendor must provide all necessary paperwork/documentation to the Peace Corps for Peace Corps to register all vehicles with the proper authorities in Montenegro for the Toyota Highlander and Albania for Toyota Rav4, identifying the US Embassy of Montenegro (for Toyota Highlander) and US Embassy of Albania (for Toyota Rav4) as the legal owner of the vehicles in accordance with US Embassy requirements.

If importing the vehicle into Montenegro for Toyota Highlander, the vendor must transport the vehicle to Podgorica Customs. If importing the vehicle into Albania for Toyota Rav4, the vendor must transport the vehicle to Tirana Customs.

If importing the vehicles into Montenegro (for Toyota Highlander), Peace Corps will accept quotations indicating that the Vendor’s quotation will be evaluated as if the cost was 200 USD – post to adjust based on local costs for these services with 3rd party vendor per vehicle more than the quoted price. This adjustment is for evaluation purposes only.

If importing the vehicles into Albania (for Toyota Rav4), Peace Corps will accept quotations indicating that the Vendor’s quotation will be evaluated as if the cost was 200 USD – post to adjust based on local costs for these services with 3rd party vendor per vehicle more than the quoted price. This adjustment is for evaluation purposes only.

|  |  |
| --- | --- |
| **CHART 001** | |
| **Make, Model, and Body Style** | Toyota Highlander - 2.5 HYBRID AWD-I E-CVT |
| **Engine Size** | 2.5 L |
| **Passenger Capacity** | 7 |
| **Transmission Type** | Automatic E-CVT |
| **Fuel Type** | Petrol |
| **Steering Wheel Position** | Left Side |
| **Additional Specifications** | Installed Mud and Snow Tires;  Toyota rear roller shutter (on top of the luggage area);  Vehicle color: White  Note: Please include detailed specifications for the vehicle in your offer. |

|  |  |
| --- | --- |
| **CHART 002** | |
| **Make, Model, and Body Style** | Toyota Rav4 - 2.5 HYBRID AWD-I E-CVT |
| **Engine Size** | 2.5 L |
| **Passenger Capacity** | 5 |
| **Transmission Type** | E-CVT |
| **Fuel Type** | Petrol |
| **Steering Wheel Position** | Left Side |
| **Spare tire** | One spare tire fitted under the vehicle to be included in your offer. |
| **Additional Specifications** | Installed Mud and Snow Tires;  Toyota rear roller shutter (on top of the luggage area);  Vehicle color: White  Note: Please include detailed vehicle specifications in your offer. |

1. **Place of Performance**

**Podgorica, Montenegro (for Toyota Highlander) and Tirana, Albania (for Toyota Rav4)**

**Delivery schedule: The vehicles will be delivered within 180 calendar days from the date of signing the contract**

**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.
* Ability to provide the vehicle which meet all standard specifications and include all specific requirements noted in Chart 001 to the required delivery address within the specified timeframe.
* Ability to provide the vehicle which meet all standard specifications and include all specific requirements noted in Chart 002 to the required delivery address within the specified timeframe.
* Vendor confirmed that they are able provide all necessary paperwork/documentation to the Peace Corps for Peace Corps to register the vehicle with the proper authorities in Montenegro (for Toyota Highlander), identifying the US Embassy of Montenegro as the legal owner of the vehicle in accordance with US Embassy requirements.
* Vendor confirmed that they are able provide all necessary paperwork/documentation to the Peace Corps for Peace Corps to register the vehicle with the proper authorities in Albania (for Toyota Rav4), identifying the US Embassy of Albania as the legal owner of the vehicle in accordance with US Embassy requirements.
* If importing the vehicle into Montenegro (for Toyota Highlander), vendor confirmed they are able to transport the vehicle to Podgorica Customs.
* If importing the vehicle into Albania (for Toyota Rav4), vendor confirmed they are able to transport the vehicle to Tirana Customs.

**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.

**[End of RFQ]**

**ATTACHMENT 1 – VENDOR QUOTATION FORM**

Request for Quotations (RFQ) Number:

Vendor:

Vendor’s Business Address:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

Vendor—Include “N/A” where applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description (Make, Model, and Body Style)** | **Qty** | **Specifications** | **Unit Price** | **Total** |
| 001 | Toyota Highlander - 2.5 HYBRID AWD-i | 1 | (See RFQ for standard specifications and Chart 001 in RFQ for specific requirements) |  |  |
| 002 | Toyota Rav4 - 2.5 HYBRID AWD-I E-CVT | 1 | (See RFQ for standard specifications and Chart 002 in RFQ for specific requirements) |  |  |
| 003 | Provide all necessary paperwork/documentation to the Peace Corps for Peace Corps to register the vehicle with the proper authorities in Montenegro (for Toyota Highlander). | Per Vehicle |  |  |  |
| 004 | Provide all necessary paperwork/documentation to the Peace Corps for Peace Corps to register the vehicle with the proper authorities in Albania (for Toyota Rav4). | Per Vehicle |  |  |  |
| 005 | Transport the vehicle to Podgorica Customs (for Toyota Highlander) | Per Vehicle |  |  |  |
| 006 | Transport the vehicle to Tirana Customs (for Toyota Rav4) | Per Vehicle |  |  |  |

By checking this box, I confirm that the vehicles 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 vehicles to this Quotation Form. ☐

By checking this box, I confirm that, if awarded a contract for the vehicles quoted above, the vendor I represent will provide all necessary paperwork/documentation to the Peace Corps for Peace Corps to register the vehicle with the proper authorities in Montenegro (for Toyota Highlander), identifying the US Embassy of Montenegro as the legal owner of the vehicle in accordance with US Embassy requirements. ☐

By checking this box, I confirm that, if awarded a contract for the vehicle quoted above, the vendor I represent will provide all necessary paperwork/documentation to the Peace Corps for Peace Corps to register the vehicle with the proper authorities in Albania (for Toyota Rav4), identifying the US Embassy of Albania as the legal owner of the vehicle in accordance with US Embassy requirements. ☐

By checking this box, I confirm that if awarded a contract for the vehicle quoted above, the vendor I represent will be importing it into Montenegro (for Toyota Highlander) to satisfy the requirement, and that the vendor I represent will transport the vehicle to Podgorica Customs. ☐

By checking this box, I confirm that if awarded a contract for the vehicle quoted above, the vendor I represent will be importing it into Albania (for Toyota Rav4) to satisfy the requirement, and that the vendor I represent will transport the vehicle to Tirana Customs. ☐

* By checking this box, I further confirm, if awarded a contract for the vehicles quoted above, that the vendor I represent will:
  + Complete the necessary importation registration paperwork, ☐
* By checking this box, I further confirm, if awarded a contract for the vehicles quoted above, that the vendor I represent will not:
  + Complete the customs clearance process based on duty exemption approval documents provided to the vendor by the Peace Corps; and

and therefore that my quotation price will be adjusted for evaluation purposes as specified in the RFQ. ☐

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_