

**PEACE CORPS
OVERSEAS REQUEST FOR QUOTATION (RFQ) FOR
VENUE INCLUDING ACCOMMODATION & MEAL FOR PRE SERVICE TRAINING**

RFQ Date: October 17, 2019

Peace Corps intends to offer a firm-fixed price contract for the venue (including accommodation and meal) to conduct Pre Service Training for N207 Group of Peace Corps Volunteers.

Interested vendors should submit a quote for the services as described in this RFQ.

Quotes are due by the following address by 4:00 p.m. on November 3, 2019.

Any questions regarding the RFQ may be addressed to the person mentioned below. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

Name: Binaya Shrestha

Address: Peace Corps Nepal, Maharajgunj, Chakrapath, Kathmandu, Nepal

Email: bshrestha@peacecorps.gov

Name: Bhimesh Chaudhary

Address: Peace Corps Nepal, Maharajgunj, Chakrapath, Kathmandu, Nepal

Email: bchaudhary@peacecorps.gov

A. Price/Period of Performance:

Services

A) Meal

Date	Event Detail	Meal type					Total Participants	Total days
		Breakfast	Tea/coffee /snacks	Lunch	Tea/Coffee /Snacks	Dinner		
Jan 12 – 28, 2020	LTOT	Yes	Yes	Yes	Yes	Yes	27	17
Jan 25, 2020	Health Training	No	Yes	No	No	No	92	1
TBC	Hub days & EAP Drill	Yes	Yes	Yes	Yes	No	80 to 87	5+1
Feb 7, 2020	Host Family Orientation	No	Yes	No	No	No	148	1
Apr 15, 2020	Host Family Thank you program	No	Yes	No	No	No	148	1

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

B) Accommodations

Period	Particulars	Quantity
January 12 – April 15,	Single room	11

2020	Training Hall	1
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B. Statement of Work/Specifications

1. Rooms and Meals as mentioned in A. Price/Period of Performance

2. Additional Requirements:

- Venue should have enough parking spaces for at least 2 vehicles
- Wi Fi access in the conference hall
- Break out space/Office set up space
- Landline Telephone number availability
- Enough chairs and tables in the conference hall

C. Location of Work- Panauti or Dhulikhel

D. Delivery Schedule

Event date(s): January 12, 2020 to April 15, 2020

Location:

POC Name: Bhimesh Kumar Chaudhary
Mailing Address: Maharajgunj, Chakrapath, Kathmandu
Phone Number: 9801122996

E. Acceptance Criteria

The quote must meet the submission requirements listed in Section I of this solicitation or it will not be considered.

F. Contract Terms and Conditions

As stated in the standard Peace Corps Firm Fixed Price contract.

G. Peace Corps Payment Schedule and Terms

Supplier will receive payment in approximately 30 days after acceptance and receipt of valid/accurate invoice.

H. Evaluation Factors:

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

- Price
- Facilities offered (Rooms, Training hall, Restaurant, Office space, Break room's availability)
- Past Performance
- Location
- Other (Enough parking space))

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.

I. Instructions to Vendors:

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section VI.
- b. Return completed RFQ by due date as follows:
 - i. Fill in prices in section II and in Section III (if applicable).
 - ii. Unless delivery date(s) are provided, provide delivery date(s) in Section IV.
 - iii. List/state any other terms or items in Section VII 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.

J. Other terms/items offered at no Additional cost:

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____ **Position/Title:** _____

Signature: _____ **Date:** _____

Phone: _____ **Email:** _____