

PEACE CORPS

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

RFQ Number: 527-22-001

Date: November 16, 2021

Peace Corps/Peru has a need for cleaning and gardening services at both of our offices located in Surco and Chaclacayo. Peace Corps is soliciting fixed-price quotations from a local vendor 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 by email to:

Name: **Sandro Huaman**

E-mail: shuaman@peacecorps.gov

Quotations are due no later than **December 03, 2021, 5:00 pm**. 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

Two staff for general cleaning only at both of our offices. Staff must be provided with correct uniform and cleaning appliances.

Gardener and cleaning staff for our office located in Chaclacayo. Staff must be provided with correct uniform and cleaning appliances.

If contract awarded to vendor, Peace Corps has the option to renew without competition for a period of time NTE one (1) base year plus four (4) option years.

B. Place of Performance and Delivery Schedule

The two offices are located at:

Via Lactea 132 los Granados Surco
Los Cedros s/n Chaclacayo

Work Schedule:

Monday through Saturday – 8hrs work day with 1hr of break

Days off: Sundays and Peruvian Holidays – **American Holidays NOT INCLUDED**

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**:

- Transportation to and from office included
- Uniform Provided
- EPPS provided
- Insurance Policy
- Staff/Gardener proof of complete COVID19 vaccinations for any worker sent to our offices.

E. Evaluation Factors:

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

- Lowest Price Technically Acceptable
- References on Previous Work

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: 527-22-001

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

Item	Description	Qty	Monthly Price	Total Annually
001	Cleaning Staff for Surco	1		
002	Cleaning Staff for Chaclacayo	1		
003	Gardening/Cleaning Staff for Chaclacayo	1		
Total				

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: _____