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

RFQ Number: RFQ-216-22-007

Date: 25-May-2022

Peace Corps Kosovo has a need for lodging, meals and conference facility services. 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 to:

   Name: Peace Corps Kosovo
   Address: 5 Mujo Ulqinaku, 10000, Pristina
   E-mail: kosovopc@peacecorps.gov

Quotations are due no later than 23:59 Thursday-02-June-2022. 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
   Respondents can provide cost estimates for the entire requested services

   Dates:
   21 nights of accommodation/services
   Check-in on 12-September-2022
   Check-out on 03-October-2022

   Rooms
   30 individual rooms equipped with bathrooms/showers, mini-refrigerators, smoke alarms, desks, chairs, and safety locks.

   Conference Rooms and Meeting Space:
   Two (2) fully outfitted conference rooms with Audiovisual and IT equipment and capabilities, one of which must hold at least 50 people and the other must hold up to 25 people. Open space availability that can be divided into smaller meeting areas.

   Meals:
   Daily breakfast, lunch and dinner served to participants. Two coffee services per day and two water bottles per guest per day.

   Amenities:
   Wifi – strong enough to support multiple simultaneous online users
   Laundry Service
   Parking
Safety & Security:
Fire safety measures, exits, smoke alarms, fire extinguishers throughout hotel
Front Desk staffing and security ensuring monitored access to hotel
Room access security measures including safety locks or other features.

B. Place of Performance:
Pristina District

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:

A. Ability to book up to 30 single rooms
B. 2 conference room spaces (1 with capacity for 50+ people and the second up to 25 people)
C. Availability from 12-September-2022 to 01-October-2022
D. Breakfast, lunch, dinner, water and coffee service for guests.
E. Room service meal options
F. Location in Pristina District
G. Laundry service capacity for up to 30 guests
H. Housekeeping services
I. Overnight front desk service/security
J. Fire safety measures throughout hotel
K. Security locks on guest room doors
L. Wifi services in rooms and conference spaces
M. Parking

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

• Not Applicable

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award will be made according to the rate provided for any final quantities between 25 and 35 rooms for 21 nights total. 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: RFQ-216-22-007

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Quoted Prices and rate structures (Inclusive of Administrative and/or Overhead Costs) for an 18-night stay for 27 guests:

Please refer to:

A. Statement of Work/Description of Requirements

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty. Required</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Single Rooms per night</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>Conference Room 1 (50 person) per day</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference Room 2 (25 person) per day</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Laundry Service</td>
<td>N/A</td>
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<td></td>
</tr>
<tr>
<td>004</td>
<td>Internet/Wifi per day</td>
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<td></td>
</tr>
<tr>
<td>005</td>
<td>Breakfast per day</td>
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</tr>
<tr>
<td>006</td>
<td>Lunch per day</td>
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<tr>
<td>007</td>
<td>Dinner per day</td>
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<td></td>
</tr>
<tr>
<td>008</td>
<td>2 Coffee per day</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>009</td>
<td>2 water bottles per day</td>
<td>N/A</td>
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<td></td>
</tr>
<tr>
<td>010</td>
<td>Parking</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Work or Delivery Schedule (If Any): within 45- 60 days after the contract is awarded.

Quoted Payment Terms

Policies regarding cancellations or fee structure changes if room number increases/decreases:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:
Price shall not include VAT. “Based on Chapter IX, Article 29 (Exclusions) 1.3.1. of Republic of Kosovo Law No. 03/L–146 on Value Added Tax, dated 01 July 2010, the U.S. Embassy Pristina is exempt from VAT both on importation of goods and domestic purchase of goods and services.”
SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: ____________________________

Date: ________________________________