RFQ Number: RFQ-216-22-008

Date: 07-June-2022

Peace Corps / Kosovo has a need for hotel services. Peace Corps is soliciting fixed-price quotations from the vendor community (25,000 USDE +) 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

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:
Check-in on 1-October-2022
Check-out on 02-November-2022

Rooms
33 individual rooms

Conference Rooms:
2 fully capable conference rooms with IT equipment. One conference room to hold at least 50 people and a second conference room to hold up to 25 people. 3rd meeting room is an advantage!
Open space availability that can be divided into smaller meeting areas.

Meals:
Daily breakfast, lunch and dinner served 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

B. Place of Performance:
Prizren 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 33 single rooms  
B. 2 conference room spaces (Capacity over 50 people and the second up to 25 people)  
C. Availability from 1-October-2022 to 02-November-2022  
D. Breakfast, lunch, dinner, water and coffee service for guests.  
E. Location in Prizren District  
F. Laundry service for 27 guests  
G. 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 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-216-22-008

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

Please refer to:

A. Statement of Work/Description of Requirements

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>001</td>
<td>Single Rooms</td>
<td>33</td>
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</tr>
<tr>
<td>002</td>
<td>Conference Rooms</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>003</td>
<td>Laundry Service per person</td>
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<tr>
<td>004</td>
<td>Internet/Wifi</td>
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<td>Lunch per day</td>
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<td>Dinner per day</td>
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<td>2 Coffee per day</td>
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<td></td>
</tr>
<tr>
<td>009</td>
<td>2 water bottles per day</td>
<td>66</td>
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<tr>
<td>Total</td>
<td></td>
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</tbody>
</table>

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:

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: ______________________________