

**PEACE CORPS**

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

RFQ Number: 25-669-030Date: March 25, 2024

Peace Corps/Liberia has a need for a rental residence(s) in Monrovia. Peace Corps is soliciting fixed-price quotations from you and the vendor community for the provision of residence for lease and for 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 mail or e-mail to:

Name: Director of Management and Operations

Address: Peace Corps, 11th Street and Warner Avenue (Seaside), Sinkor, Monrovia

E-mail: [lr-dmo@peacecorps.gov](mailto:lr-dmo@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**

The residential property will need to meet the following Minimum Specifications:

- 2 bedrooms minimum (3 bedrooms preferred)
- 1 bathroom minimum (2.5 bathrooms preferred)
- 1 living room, 1 kitchen, 1 laundry/service area
- Parking space for 1 car minimum (2 cars preferred)
- Property is in a minimally sanitary and usable condition.
- Located no more than 5.5 km from Peace Corps Office (11th Street seaside in Sinkor)
- Located in a neighborhood approved by the U.S. Embassy Regional Security Officer
- Ability to modify property to meet the U.S. Embassy Regional Security Officer security requirements.
- Landlord is willing to sign lease based on Peace Corps template.

**Desired Specifications:**

- 24-hr security guard service, including guard house at entrance to property
- Security wall surrounding the residential area, with anti-climb measures (i.e., razor wire) on top of the wall.
- 3-phase electricity installed. Electrical installation able to handle large electrical appliances (i.e., washing machine, dryer, refrigerator, oven, and air conditioners)
- Residence is not located on a main thoroughfare.

- Option for residence to be fully furnished.
- Representational space (i.e., 1 dining room)
- 24-hr electricity with back-up generators
- Allowance of pets

In addition, the following preferred criteria will be used in evaluating properties:

- Ample square footage and good space layout/floorplan
- Presence of generator of appropriate size and presence of water tank of sufficient capacity
- New or like-new high-quality appliances already installed, including washing machine, dryer, refrigerator, stove and oven, and air conditioners in each room.
- Usable outdoor space (i.e., courtyard, garden, terrace, balcony, patio, deck)

Quotations for the residential rental property can be delivered via email to [lr-dmo@peacecorps.gov](mailto:lr-dmo@peacecorps.gov) or delivered in person to Peace Corps, 11th Street Seaside, Sinkor, Monrovia, Liberia

All quotations should include the following information:

- Monthly all-inclusive rental price
- Description of the residence and location
- Statement from the property owner that s/he will be willing to upgrade the property and residence to meet U.S. government security requirements and housing standards.
- Statement from the property owner that s/he will accept and sign the Peace Corps lease template.

All quotations must be received no later than **5:00 pm on Monday, April 15, 2024**. Late quotations will not be accepted. Any questions regarding this RFQ may be addressed to the above email address. No phone inquiries will be accepted. Offers received after the closing date will not be reviewed or accepted.

Peace Corps may opt to extend this contract upon its expiration for an additional four (4) Further One year option Period subject to availability of funds.

#### **B. Place of Performance**

Property must be located no more than 5.5 km from Peace Corps Office (11th Street seaside in Sinkor)

#### **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 minimum criteria listed in the statement of work above.

#### **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: 25-669-030

Vendor: \_\_\_\_\_

Authorized Representative:

Name: Ruskin KaibanjaPosition/Title: General Services ManagerPhone Number: +231.776.464.425E-mail Address: [rkaibanja@peacecorps.gov](mailto:rkaibanja@peacecorps.gov)

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

Kindly circle your availability in the table below

1	Number of bedrooms	2	3	4
2	Number of bathrooms in the house	1	2	2.5 or 3
3	Any Laundry/service area available?	Yes	No	
4	How many car-Parking space is available	1car	2cars	more
5	Distance of residence from 11 <sup>th</sup> street	1mile	3miles	5+miles
6	Can Peace Corps modify property to meet security requirements?	Yes	No	
7	Is there a security guard service	Yes	No	
8	What is the coverage time for the guard service	Day time	Night-time	24 hours
9	State height of the Security wall surrounding the residential area (In feet)			
10	Number of electricity phases installed	1-phase	2-phase	3-phase
11	How long is electricity on?	12 Hours	24hours	
12	How furnished is the house?	Partial	Full	
13	Do you have back-up generators	Yes	No	
14	How long do the backup generator stay on?	12hours	24hours	
15	Are pets allowed	Yes	No	
16	What is your source of water?			
17	Is rent inclusive of Garbage collection services	Yes	No	
18	What usable outdoor space is available (i.e., courtyard, garden, terrace, balcony, patio, deck)			
19	Please state the square footage of the house	Net	Gross	
20	Are you willing to sign lease using Peace Corps template	Yes	No	

**Cost: State your expected cost for the base year and 4 additional option year periods:**

Item	Description	Months	Unit Price	Total
<b>Base Year</b>	Apartment/House	12		
	Utilities	12		
	Others (Describe)			

Total				
Item	Description	Months	Unit Price	Total
<b>Option year 1</b>	Apartment/House	12		
	Utilities	12		
	Others (Describe)			
<b>Total</b>				

Item	Description	Months	Unit Price	Total
<b>Option year 2</b>	Apartment/House	12		
	Utilities	12		
	Others (Describe)			
<b>Total</b>				

Item	Description	Months	Unit Price	Total
<b>Option year 3</b>	Apartment/House	12		
	Utilities	12		
	Others (Describe)			
<b>Total</b>				

Item	Description	Months	Unit Price	Total
<b>Option year 4</b>	Apartment/House	12		
	Utilities	12		
	Others (Describe)			
<b>Total</b>				

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

Quoted Delivery Schedule (When can the house be available?):

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

Describe your company's current staffing structure for maintenance.

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Vendor representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_