

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

RFQ Number: 242-22-DMO_CNFC

Date: 26-August-2022

Peace Corps Georgia has a need for conferences services to include lodging rooms, meals, conference facility and transportation for a professional conference being planned for 12-18 November 2022.

Companies interested in submitting a quotation, please do so by sending you're completed and signed

Attachment 1—Vendor Quotation Form by mail to:

E-mail: GE-DMO@peacecorps.gov; and dadamia@peacecoprs.gov

Quotations are due no later than 4:00 PM on 9-September. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the mentioned e-mail 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 defined services. The Peace Corps reserves the right to make a partial award of the requirements identified below to one or more vendors.

A. Statement of Work/Description of Requirements

Peace Corps requires the following services:

Hotel and conference space and related transportation services for 60 persons for the period 12-18 November.

See next page and attached for a scope of work and cost accounting worksheet to be used for submission.

Scope of Work and Cost Accounting Worksheet (See attached for Excel file to be completed)

Service Provider Name			
Total Lodging and Conf Rms	# nights	Room Rate GEL	Total Cost GEL
Total Room nights - King	235		-
Total Room nights - Twin	39		-
Total Room nights - Suite	14		-
Total days Med Conf Room (Min Req 70-sqm)	2		-
Total days Ballroom (min requirement 195-sqm)	5		-
Other; specify in response			-
Other; specify in response			-
Total Est. Cost Rooms and Conf.			-
Total meals and breaks per person	# of persons	Price per meal/ break pp GEL	Total Cost GEL
Total # Breakfast	275		-
Total # morning breaks	94		-
Total # lunches	148		-
Total # afternoon break	148		-
Total # dinners	206		-
Other; specify in response			-
Other; specify in response			-
Total Est. Cost Meals & Breaks			-
Other Services:	# of trips	Cost per trip GEL	Total Cost GEL
Airport pick-ups & deliveries 1-4 pp	80		-
Day trips (15 passengers for 10 hours):			
1) Tbilisi, Ethnographic Museum, Turtle Lake	1		
2) Mtskheta	1		
3) Kakheti: Sighnaghi & Bodbe Monastery	1		
4) Kakheti: Telavi & Tsinandali	1		
5) Gori to Uplistsikhe	1		-
6) Borjomi	1		-
Other; specify in response	1		-
Total Est. Cost Transportation			-
Total Cost			-

B. Place of Performance: Tbilisi, Georgia, within 3 kilometers of Liberty Square.

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:

- Submitting a complete quotation by the specified deadline.
- Ability to provide 60 hotel rooms simultaneously for the week.
- Ability to offer rooms with two full size beds; king size beds; and availability of roll-away beds
- Ability to offer up to two conference rooms per day with minimum sizes of 195 sq m and 70 sq m each.
- Ability to provide meal services for 60 persons within an indoor facility.
- Ability to provide conference break services for 60 persons.
- Ability to provide transportation services for airport pick-up and drop off and 10-hour day-trip services (see details above).

E. Negotiations and Selection:

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]