

PEACE CORPS

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

Date: July 18, 2012

NAME OF VENDOR: _____

Peace Corps intends to offer a firm-fixed price contract for a:

Conference venue to provide lodging, meals and accommodation for the PST Wrap Up/Swearing (Batch 271) for the period September 15 - 20, 2012.

Interested vendors should submit a quote for both services and supplies as described in this RFQ.

Quotes are due by the following address by Close of Business on **July 27, 2012**.

Any questions regarding the RFQ may be addressed to the same person. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

Name: Rose Gatinao
Address: PNB Financial Center, D. Macapagal, Blvd.
Email: rgatinao@ph.peacecorps.gov

A. Price/Period of Performance:

(For Venue quotes, please disregard A to D, instead proceed to E on page 2 and continue on pages 3-4)

Supplies or Equipment

Item	Description	Qty	Unit Price	Total Price
001				
002				
003				
Total				

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

B. Statement of Work/Specifications

[NOTE TO CONTRACTING OFFICER: Insert Statement of Work or Specifications]

Extended Warranties Offered by Supplier, if applicable

Item	Description	Unit/Qty	Price	Unit Price	Total
0001	XXXXX	XXX			
0002	XXXXX	XXX			

C. Location of Work

D. Delivery Schedule

Delivery Date(s):

Item	Description	Date	Payment
001			
002			
003			

Delivery Location:

POC Name:
Mailing Address:
Phone Number:

E. Acceptance Criteria

- All deliverables were met in accordance with the defined schedules and with the terms and conditions of the contract.
- Change on price, schedule or any other terms of the contract should always be supported with a written modification signed by both parties.
- Final billable amount to the US Peace Corps will be based upon actual number of participants.

F. Contract Terms and Conditions
(Please refer to the attached Contract Template)

G. Peace Corps Payment Schedule and Terms

Please consider the following:

- Supplier will receive payment in approximately 30 days after acceptance and receipt of valid/accurate invoice
- Send bill arrangement preferred (no downpayment)
- Peace Corps is a US Government agency and is considered as VAT exempt.

H. Evaluation Factors:

Award will be made after consideration of the following factors as marked below:

- Price
- Delivery Timeframe
- Payment Terms
- Warranties
- Past Performance/Reference Checks
- Other: *Able to comply with the facility requirements indicated below; physical condition of the facility and its amenities including safety and security of venue and adequate number of support personnel.*

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

I. Instructions to Vendors:

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section H.
- b. Return completed RFQ by due date as follows:
 - 1) Fill in prices in Section A and in Section B(if applicable).
 - 2) Unless delivery date(s) are provided, provide delivery date(s) in Section D (if applicable).
 - 3) List/state any other terms or items in Section J not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section B (if applicable)
 - 4) Sign and return RFQ by required due date.

J. Other Terms/Items Offered at No Additional Cost: YOU MAY INCLUDE ITEMS AS COMPLIMENTARY, IN THE PRICE TABLE LOCATED AT THE LAST PAGE.

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____ Position/Title: _____
 Address: _____
 Signature: _____ Date: _____
 Phone: _____ Email: _____

2012 VENUE BASIC REQUIREMENTS			
Event	PST-Wrap Up / Swearing In		
Arrival	15-Sep		
Departure	20-Sep		
NO. OF PARTICIPANTS			
Qty	Type		
70	PCTs		
16	PC Staff		
26	PST Staff		
7	Resource PCVs/Supervisors		
119	TOTAL PARTICIPANTS		
ROOMS			
Type	15-Sep	Sept 16-17	Sept 18-19
Single		6	6
Twin	3	12	17
Triple		23	28
Total Rooms	3	41	51
Other Room Requirements	<p><i>Each participant should have their individual beds, no sharing of beds (except for married couples, who will need queen beds). 2 rooms with matrimonial bed for married couples. Each room should have its own toilet and bath. Closet space is required. Preferred to have Wi-Fi access in each guest room. 1 to 2 Single rooms will be used Medical Examinations (1 Male/1 Female) purposes</i></p> <p>Note: Number of rooms and participants are all based on estimates. Numbers may increase and decrease dependent on the final participants and event schedule.</p>		
MEALS			
1st Meal	September 16 Breakfast (6 pax) September 16 Lunch onwards (94- 126 pax) September 19 Cocktails (PM) During Swearing In		
Last Meal	September 20 Breakfast		
Meal Set up	Managed buffet for all meals (b/l/d) and Set AM/PM snacks. Note that the number of meals indicated above are based on estimates. NO MSG		
Other Meal Requirements	Be able to offer menu for participants with special dietary needs (eg. vegetarians)		

FUNCTION ROOMS			
Qty	Capacity		Purpose
1	120-130 pax		plenary
1	50 pax		breakout
2	30 - 35 pax		breakout
1	15-20 pax		secretariat room
5	TOTAL FUNCTION ROOMS		
Other Room Requirements	<p><i>All function rooms should have Wi-Fi access at least with a 2mbps bandwidth speed; a projector screen or white wall to project onto; white board; free-flowing coffee and water.</i></p> <p><i>Plenary and breakout rooms are simultaneously used from 8am to 8pm for sessions. Secretariat may be used for a maximum of 18 hrs./day.</i></p>		
Other Venue Requirements	<p><i>Location should be within Manila and Pasay, preferably near the US Embassy</i></p> <p><i>Accessible to public transportation</i></p> <p><i>Availability of recreational facilities within the venue such as basketball court, gym, swimming pool, etc. is an advantage</i></p> <p><i>Wifi access to common areas and guest rooms are also advantageous;</i></p> <p><i>Preferably venue would have a business center within or near the facility.</i></p>		

Please complete the table below in providing the price quotation.

Item No.	Description	Price per person
1.	Lodging Rate (per night) Single Occupancy Twin Sharing Triple sharing	PHP PHP PHP
2.	Meals: a) Breakfast b) AM Snack c) Lunch d) PM Snack e) Dinner IMPORTANT: Please include with your submission a breakdown of meals cost and sample menu	PHP PHP PHP PHP PHP PHP PHP
3.	Other Complimentary Inclusions:	TOTAL
4.	Other Costs: (eg. Business center rates, Internet/Wi-Fi service, Electricity cost for equipment brought in, phone, fax, transportation rates, etc....)	