

**PEACE CORPS**

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

RFQ Number: RFQ23-002

Date: March 17, 2023

Peace Corps/ETHIOPIA has a need for Group Life and Accident Insurance coverage for its full time staff. Peace Corps is soliciting fixed-price quotations from the vendor community for the supplies and/or services detailed below.

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment II—Vendor Quotation Form by email to:

Name: Contracting Officer  
E-mail: ET-DMO@peacecorps.gov

Quotations are due no later than 9:00 a.m. East Africa Time on April 3,2023. 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**

Peace Corps Ethiopia requires Life Insurance and Accident Insurance coverage for its 74 full time staff. The insurance benefits will be paid to the staff member's named beneficiary. In the event of natural death, the payout is 48 months of basic salary. In the event of accidental or work related death or partial and total disability, the payout is five (5) years' basic salary.

Item	Description	Qty	Total ETB Base year	Total ETB Year 1	Total ETB Year 2	Total ETB Year 3	Total ETB Year 4
001	Natural Death: 48 months' basic salary	74					
002	Accidental or work related death; partial and total disability: 5 years' basic salary	74					

Quotes should be based on the annual salary details provided in Attachment I: Coverage Roster; employee names are omitted to maintain privacy. This is a 5-year contract with 4 option years. Number of employees may be changed, and their annual salary of each employee may be adjusted upwards and downward based on the experience of the actual contract in each option years.

**B. Place of Performance**

Peace Corps/Ethiopia  
Nefas Silk Lafto Subcity  
Kebele 05,House #1819  
Addis Ababa, Ethiopia

**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. This is a 5-year contract with 4 option years. Number of employees and their annual salary of each employee are subject to adjustments to upwards and downward based on the experience of the actual contract in each option years. Adjustments are not retroactive to previous contract.

**D. Minimum Criteria:**

A quotation will not be considered further if it does not meet the following minimum criteria:

- Includes cost estimate for the annual life insurance coverage of 74 full time staff members in the event of natural death at the rate of 48 months' basic salary/staff member.
- Includes cost estimate for annual accidental or work related death as well as partial and total disability coverage of 74 full time staff at the rate of five (5) years' basic salary/staff member.
- cost estimates of the above criteria for each option years

**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 I – COVERAGE ROSTER**

<b>Name</b>	<b>Date of Birth</b>	<b>Annual Base salary in ETB</b>	<b>Option year 1</b>	<b>Option year 2</b>	<b>Option year 3</b>	<b>Option year 4</b>
Employee 1	June 28, 1981	435,877.34	458,804.48	482,937.60	508,340.12	535,078.81
Employee 2	June 14, 1993	748,857.91	788,247.84	829,709.67	873,352.40	919,290.74
Employee 3	October 21, 1970	435,877.34	458,804.48	482,937.60	508,340.12	535,078.81
Employee 4	March 3, 1984	661,441.37	696,233.18	732,855.05	771,403.23	811,979.03
Employee 5	August 1, 1984	1,203,497.31	1,266,801.27	1,333,435.02	1,403,573.70	1,477,401.68
Employee 6	September 12, 1983	691,471.15	727,842.53	766,127.05	806,425.33	848,843.31
Employee 7	December 16, 1979	5,181,788.59	5,454,350.67	5,741,249.52	6,043,239.24	6,361,113.63
Employee 8	September 11, 1988	278,915.38	293,586.32	309,028.97	325,283.89	342,393.82
Employee 9	September 14, 1987	721,500.94	759,451.89	799,399.05	841,447.44	885,707.58
Employee 10	November 13, 1968	691,471.15	727,842.53	766,127.05	806,425.33	848,843.31
Employee 11	August 27, 1977	980,763.31	1,032,351.46	1,086,653.15	1,143,811.10	1,203,975.57
Employee 12	Oct 13, 1986	1,601,378.85	1,685,611.38	1,774,274.53	1,867,601.37	1,965,837.21
Employee 13	Feb 4, 1988	278,915.38	293,586.32	309,028.97	325,283.89	342,393.82
Employee 14	Feb 14, 1984	267,280.80	281,339.77	296,138.24	311,715.11	328,111.33
Employee 15	Feb 8, 1984	1,378,487.62	1,450,996.07	1,527,318.47	1,607,655.42	1,692,218.09
Employee 16	July 20, 1981	290,549.95	305,832.88	321,919.69	338,852.66	356,676.31
Employee 17	June 1, 1980	847,122.91	891,681.58	938,584.03	987,953.55	1,039,919.90
Employee 18	December 12, 1987	278,915.38	293,586.32	309,028.97	325,283.89	342,393.82
Employee 19	December 21, 1988	255,646.22	269,093.22	283,247.52	298,146.34	313,828.84
Employee 20	August 31, 1984	740,891.90	779,862.81	820,883.59	864,062.07	909,511.74
Employee 21	July 12, 1964	1,860,903.26	1,958,786.78	2,061,818.96	2,170,270.64	2,284,426.87
Employee 22	September 11, 1977	419,683.26	441,758.60	464,995.11	489,453.85	515,199.12
Employee 23	May 09/1970	<u>2,191,283.30</u>	2,306,544.80	2,427,869.05	2,555,574.97	2,689,998.21

Employee 24	October 26, 1977	1,391,694.44	1,464,897.57	1,541,951.18	1,623,057.81	1,708,430.65
Employee 25	September 22, 1979	1,391,694.44	1,464,897.57	1,541,951.18	1,623,057.81	1,708,430.65
Employee 26	March 19, 1983	867,090.36	912,699.31	960,707.30	1,011,240.50	1,064,431.75
Employee 27	January 18, 1978	290,549.95	305,832.88	321,919.69	338,852.66	356,676.31
Employee 28	December 28 1978	267,280.80	281,339.77	296,138.24	311,715.11	328,111.33
Employee 29	November 21, 1964	1,064,144.44	1,120,118.44	1,179,036.67	1,241,054.00	1,306,333.44
Employee 30	May 22, 1984	1,391,694.44	1,464,897.57	1,541,951.18	1,623,057.81	1,708,430.65
Employee 31	March 13, 1977	811,590.29	854,279.94	899,215.06	946,513.77	996,300.40
Employee 32	Sept 25 1987	267,280.80	281,339.77	296,138.24	311,715.11	328,111.33
Employee 33	May 28, 1972	1,185,626.18	1,247,990.12	1,313,634.40	1,382,731.57	1,455,463.25
Employee 34	June 29, 1976	691,471.15	727,842.53	766,127.05	806,425.33	848,843.31
Employee 35	February 12, 1961	985,322.81	1,037,150.79	1,091,704.92	1,149,128.60	1,209,572.76
Employee 36	January 2, 1981	1,723,070.22	1,813,703.72	1,909,104.53	2,009,523.43	2,115,224.36
Employee 37	October 29/1978	811,590.29	854,279.94	899,215.06	946,513.77	996,300.40
Employee 38	January 10, 1964	244,011.65	256,846.66	270,356.80	284,577.56	299,546.34
Employee 39	April 12, 1968	1,585,237.18	1,668,620.66	1,756,390.11	1,848,776.23	1,946,021.86
Employee 40	October 08, 1985	267,280.80	281,339.77	296,138.24	311,715.11	328,111.33
Employee 41	February 1, 1972	1,114,403.71	1,173,021.35	1,234,722.27	1,299,668.66	1,368,031.23
Employee 42	May 24, 1982	1,203,497.31	1,266,801.27	1,333,435.02	1,403,573.70	1,477,401.68
Employee 43	March 20, 1972	661,441.37	696,233.18	732,855.05	771,403.23	811,979.03
Employee 44	February 20, 1972	1,585,237.18	1,668,620.66	1,756,390.11	1,848,776.23	1,946,021.86
Employee 45	August 13, 1973	781,560.50	822,670.59	865,943.06	911,491.66	959,436.13
Employee 46	August 26, 1965	2,275,555.36	2,395,249.57	2,521,239.70	2,653,856.91	2,793,449.78
Employee 47	July 17, 1982	1,024,733.62	1,078,634.61	1,135,370.79	1,195,091.30	1,257,953.10
Employee 48	May 1, 1970	1,203,497.31	1,266,801.27	1,333,435.02	1,403,573.70	1,477,401.68

Employee 49	May 23, 1969	1,203,497.31	1,266,801.27	1,333,435.02	1,403,573.70	1,477,401.68
Employee 50	January 25, 1994	980,763.31	1,032,351.46	1,086,653.15	1,143,811.10	1,203,975.57
Employee 51	November 6, 1981	781,560.50	822,670.59	865,943.06	911,491.66	959,436.13
Employee 52	January 25, 1974	811,590.29	854,279.94	899,215.06	946,513.77	996,300.40
Employee 53	August 26, 1980	2,275,555.36	2,395,249.57	2,521,239.70	2,653,856.91	2,793,449.78
Employee 54	April 2, 1982	847,122.91	891,681.58	938,584.03	987,953.55	1,039,919.90
Employee 55	April 27, 1981	811,590.29	854,279.94	899,215.06	946,513.77	996,300.40
Employee 56	January 21, 1962	267,280.80	281,339.77	296,138.24	311,715.11	328,111.33
Employee 57	January 28, 1989	3,646,443.82	3,838,246.77	4,040,138.55	4,252,649.84	4,476,339.22
Employee 58	February 19, 1970	267,280.80	281,339.77	296,138.24	311,715.11	328,111.33
Employee 59	May 21, 1968	1,064,144.44	1,120,118.44	1,179,036.67	1,241,054.00	1,306,333.44
Employee 60	February 5, 1982	1,203,497.31	1,266,801.27	1,333,435.02	1,403,573.70	1,477,401.68
Employee 61	September 21, 1982	1,203,497.31	1,266,801.27	1,333,435.02	1,403,573.70	1,477,401.68
Employee 62	February 03, 1978	1,723,070.22	1,813,703.72	1,909,104.53	2,009,523.43	2,115,224.36
Employee 63	September 27, 1978	811,590.29	854,279.94	899,215.06	946,513.77	996,300.40
Employee 64	June 15, 1987	267,280.80	281,339.77	296,138.24	311,715.11	328,111.33
Employee 65	October 24, 1987	267,280.80	281,339.77	296,138.24	311,715.11	328,111.33
Employee 66	Sept 6, 1967	5181788.59	5,454,350.67	5,741,249.52	6,043,239.24	6,361,113.62
Employee 67	October 15, 1991	197473.34	207,860.44	218,793.90	230,302.46	242,416.36
Employee 68	May 05, 1983	228236.84	240,242.10	252,878.83	266,180.26	280,181.34
Employee 69	April 15, 1985	164561.12	173,217.03	182,328.25	191,918.72	202,013.64
Employee 70	October 21, 1995	164561.12	173,217.03	182,328.25	191,918.72	202,013.64
Employee 71	Jan 29, 1990	197473.34	207,860.44	218,793.90	230,302.46	242,416.36
Employee 72	Jan 10, 1989	228236.84	240,242.10	252,878.83	266,180.26	280,181.34
Employee 73	Sep 26, 1995	185838.77	195,613.89	205,903.18	216,733.69	228,133.88

<b>Employee 74</b>	November 24, 1972	<b>164561.12</b>	<b>173,217.03</b>	<b>182,328.25</b>	<b>191,918.72</b>	<b>202,013.64</b>
<b>Total</b>		<b>72,674,854.90</b>	<b>76,497,552.26</b>	<b>80,521,323.51</b>	<b>84,756,745.13</b>	<b>89,214,949.92</b>

**ATTACHMENT II – VENDOR QUOTATION FORM**

RFQ Number: RFQ23-002

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

Peace Corps Ethiopia requires Life Insurance and Accident Insurance coverage for its 74 full time staff. The insurance benefits will be paid to the staff member's named beneficiary. In the event of natural death, the payout is 48 months of basic salary. In the event of accidental or work-related death or partial and total disability, the payout is five (5) years' basic salary.

See Attachment I: Coverage Roster for a complete list of annual salary details; employee names have been omitted to maintain privacy.

Item	Description	Qty	Total ETB Base year	Total ETB Year 1	Total ETB Year 2	Total ETB Year 3	Total ETB Year 4
001	Natural Death: 48 months' basic salary	74					
002	Accidental or work-related death; partial and total disability: 5 years' basic salary	74					
	<b>Total (ETB)</b>						

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

Quoted Work or Delivery Schedule (If Any):

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

**SUPPLIER AUTHORIZED REPRESENTATIVE**

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

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