

PEACE CORPS

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

RFQ Number: RFQ23-003

Date: March 17, 2023

Peace Corps/ETHIOPIA has a need for Security guard services for its 3 regional offices. 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 3 April 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 Security guard services for its 3 regional offices Jimma, Hawassa and Buitajira on a two 12-hour shift basis. Quotes should be based on the annual guards salary details provided in Attachment I:

- A: Financial information(Please see attachment I)
- Typical salary paid to guards
 - Overtime payment if any
 - Allowances and other benefits
 - Details of insurance coverage, type of insurance and the name of insurance company
 - other overhead costs
 - Required positions and Guard posts with hours/days of services
- B: Company profile to include,
- List of services provided
 - List of locations (towns) where services are provided
 - Number of guards currently employed
 - List of clients
 - List of clients in each of the 3 towns mentioned above if any
 - Typical guard schedule / hours/week
 - Details on how guards are supervised with a sample log book.
 - Sample monthly reporting format
 - Minimum training requirements for guards
 - Basic knowledge of English communication skills

- Equipment provided to guards, both communications (radios, telephones) and other (uniforms,
- Reporting format with a Security Guards

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 salary paid to guards.
- Includes cost estimate for Health insurance coverages.
- Basic knowledge of English (read, write, speak) and good oral communications skills.

E. Evaluation Factors:

Quotations that meet the minimum criteria listed above may be further evaluated based on the following factors:

- Includes percentage estimates of Employee retention rates
- Includes log which shows Security guards working and shifting hours
- Reporting format with a security manager

Award may be made with or without negotiations between the Peace Corps and the selected vendor.

Award may be made to a vendor 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

Part I								
	Direct cost for guards (base year)						Overhead costs (e.g., to cover sick leave, supervision, administrative	Total cost for contract base year
	Monthly base salary per guard	Allowances & benefits	Monthly net salary per guard (after taxes, etc.)	Total annual cost per guard	Number of guards for all three locations	Total annual direct cost for all guards		
Guard								
Guard Supervisor								
Total								
Part II								
	Total cost							
Base year								
Option year 1								
Option year 2								
Option year 3								
Option year 4								
Total cost for all 5								

ATTACHMENT II – VENDOR QUOTATION FORM

RFQ Number: RFQ23-003

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

Peace Corps Ethiopia requires Security guard services for its 3 regional offices Jimma, Hawassa and Buitajira on a two 12-hour shift basis.

Minimum requirement/Evaluation Factors:

- A: Financial information
- Typical salary paid to guards
 - Overtime payment if any
 - Allowances and other benefits
 - Details of insurance coverage, type of insurance and the name of insurance company
 - other overhead costs
 - Required positions and Guard posts with hours/days of services
- B: Company profile to include,
- List of services provided
 - List of locations (towns) where services are provided
 - Number of guards currently employed
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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: _____