

**PEACE CORPS**

Overseas Request for Quotation (RFQ) for Conference Services.

RFQ Number: **PST-25-30**

Date: **October 31, 2024**

Peace Corps/Kyrgyz Republic has a need for conference services in **Bishkek city**. Peace Corps is soliciting fixed-price quotations from the vendor community for the services detailed below.

**Peace Corps/Kyrgyz Republic works directly with hotels but not the intermediary companies to organize conferences.**

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment 1—Vendor Quotation Form by e-mail to:

 Name: Contracting Officer

 Address: 304 Chokmorov Street, Bishkek city

 E-mail: pckg.contracting@gmail.com

Quotations are due on **November 18, 2024.** 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.

Peace Corps will evaluate all quotations received by the deadline based on the requirements 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 services to the selected vendor.

1. **Description of Requirements**



Numbers of services may vary and will be known closer to conference dates.

***Note:*** *It is desirable to have a hotel that can host an event on the morning of Friday, August 22: Conference room and buffet for 200 people.*

**You can submit a proposal only for the event on Friday August 22 for 200 people.**

All Quotes shall be in **Kyrgyz soms**, and inclusive of any taxes, fees and administrative or overhead costs. Payment to the vendor for conference services can be made via Electronic Funds Transfer (EFT) to their bank account within 20 working days after acceptance and receipt of valid invoice. Payment can also be made by credit card VISA.

**B.** **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.

**C. Minimum Criteria:**

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

* Confirms that hotel has capacity to host up to required number of guests with sufficient single and twin rooms with separate beds.
* Has the required number of conference/training rooms for all participants.
* Property is in adequate condition and located in the area bounded by the following streets:
* North: to and along Jibek Jolu Ave.
* West: to and along Fuchik Street
* East: to and along Almatinskaya/April 7th Street
* South: to and along Yujnaya Magistral
* Has easy access to the hotel for guests and cars.
* Either no feedback was received on property (neutral past performance rating) or the feedback that was received contained more positive than negative information.

**D. Evaluation Factors:**

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

* Quality of Facilities
* Compliance with all safety standards
* Past Performance

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.

**Decisions will be made based on the results of physical inspections of the hotel's compliance with the Peace Corps criteria outlined above.**

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: **PST-25-30**

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of services** | **Unit price in Soms** | **17-Aug-25** | **18-Aug-25** | **19-Aug-25** | **20-Aug-25** | **21-Aug-25** | **22-Aug-25** | **Total Sum** |
| **Unit** | **Sum** | **Unit** | **Sum** | **Unit** | **Sum** | **Unit** | **Sum** | **Unit** | **Sum** | **Unit** | **Sum** |  |
| Standard single room with breakfast |   | **2** |  | **4** |  | **4** |  | **6** |  | **6** |  |  |  |  |
| Twin room (two separate beds) with breakfast |   | **16** |  | **32** |  | **32** |  | **48** |  | **48** |  |  |  |  |
| Coffee-break #1 |   |  |  |  |  | **76** |  | **76** |  | **110** |  |  |  |  |
| Lunch |   |  |  |  |  | **78** |  | **113** |  | **113** |  |  |  |  |
| Coffee-break #2 |   |  |  |  |  | **76** |  | **110** |  | **110** |  |  |  |  |
| Dinner |   | **34** |  | **68** |  | **68** |  | **102** |  | **102** |  |  |   |  |
| Training room #1 (70 people) |   |  |  |  |  | **1** |  | **1** |  | **1** |  |  |   |  |
| Training room #2 (35 people) |   |  |  |  |  | **1** |  | **1** |  | **1** |  |  |   |  |
| Training room #3 (35 people) |   |  |  |  |  | **1** |  | **1** |  | **1** |  |  |   |  |
| One Conference Room or Terrace that can fit 200 people for the ceremony |   |  |  |  |  |  |  |  |  |  |  | **1** |  |  |
| Buffet for 200 people |   |  |  |  |  |  |  |  |  |  |  | **1** |  |  |
|  |   |   |   |   |   |   |   |   |   |   |   |   |

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart (if any):

**VENDOR AUTHORIZED REPSENTATIVE**

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

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