VENUE ANNOUNCEMENT No. 2019.7- Education Supervisors’ Workshop

**Announcement Date: June 26, 2019**

**Closing Date: July 17, 2019 at 4:00pm**

The U.S. Peace Corps/Uganda wishes to find a venue for an upcoming workshop. The desired venue should meet the requirements below:

* Be 15-30kms from Kampala City Center
* Be of a modest setting (not a four or five star hotel),
* Have accommodation of at least 51 single rooms; 16 shared/twin; and 5 double room
* Be able to host 98 participants
* Have at least 4 conference halls

If vendor meets specified requirements above, please fill out the RFQ below:

1. **Price/Period of Performance**: January 12 – 17, 2020

**Supplies or Equipment (see Appendix1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Item/Description** | **# of people** | **QTY/Amount of Units** | **Rate Per Unit Cost** | **Subtotal** |
| **1/12/2020** |  |  |  |  |  |
|  | Conference Hall (Big) | 100 | 1 |  |  |
|  | Lunch | 2 | 2 |  |  |
|  | Break tea (PM) | 46 | 46 |  |  |
|  | Dinner | 46 | 46 |  |  |
|  | Singles | 14 | 14 |  |  |
|  | Shared/Twin | 32 | 16 |  |  |
|  | Storage Room |  | 1 |  |  |
|  | Drinking Water (Jumbo) |  | 2  |  |  |
|  |  |  |  | **SUBTOTAL** |  |
| **1/13/2020** |  |  |  |  |  |
|  | Conference Hall (Big) | 100 | 1 |  |  |
|  | Break Out Spaces | 35 | 1 |  |  |
|  | Office Space for Staff | 13 | 1 |  |  |
|  | Storage Room |  | 1 |  |  |
|  | Breakfast | 46 | 46 |  |  |
|  | Break tea (AM) | 51 | 51 |  |  |
|  | Lunch | 51 | 51 |  |  |
|  | Break tea (PM) | 51 | 51 |  |  |
|  | Dinner | 46 | 46 |  |  |
|  | Singles | 14 | 14 |  |  |
|  | Shared/Twin | 32 | 16 |  |  |
|  | Drinking Water (Jumbo) |  | 3  |  |  |
|  |  |  |  | **SUBTOTAL** |  |
| **1/14/2020** |  |  |  |  |  |
|  | Conference Hall (Big) | 100 | 1 |  |  |
|  | Break Out Spaces | 35 | 1 |  |  |
|  | Office Space for Staff | 13 | 1 |  |  |
|  | Storage Room |  | 1 |  |  |
|  | Breakfast | 46 | 46 |  |  |
|  | Break tea (AM) | 51 | 51 |  |  |
|  | Lunch | 51 | 51 |  |  |
|  | Break tea (PM) | 78 | 78 |  |  |
|  | Dinner | 78 | 78 |  |  |
|  | Singles | 46 | 46 |  |  |
|  | Shared/Twin | 32 | 16 |  |  |
|  | Drinking Water (Jumbo) |  | 3  |  |  |
|  |  |  |  | **SUBTOTAL** |  |
| **1/15/2020** |  |  |  |  |  |
|  | Conference Hall (Big) | 100 | 1 |  |  |
|  | Break Out Spaces | 35 | 1 |  |  |
|  | Office Space for Staff | 13 | 1 |  |  |
|  | Storage Room |  | 1 |  |  |
|  | Breakfast | 78 | 78 |  |  |
|  | Break tea (AM) | 83 | 83 |  |  |
|  | Lunch | 88 | 88 |  |  |
|  | Break tea (PM) | 98 | 98 |  |  |
|  | Dinner | 93 | 93 |  |  |
|  | Singles | 51 | 51 |  |  |
|  | Doubles | 10 | 5 |  |  |
|  | Shared/Twin | 32 | 16 |  |  |
|  | Drinking Water (Jumbo) |  | 5 |  |  |
|  |  |  |  | **SUBTOTAL** |  |
| **1/16/2020** |  |  |  |  |  |
|  | Conference Hall (Big) | 100 | 1 |  |  |
|  | Break Out Spaces | 35 | 1 |  |  |
|  | Office Space for Staff | 13 | 1 |  |  |
|  | Storage Room |  | 1 |  |  |
|  | Breakfast | 93 | 93 |  |  |
|  | Break tea (AM) | 98 | 98 |  |  |
|  | Lunch | 98 | 98 |  |  |
|  | Break tea (PM) | 0 | 0 |  |  |
|  | Dinner | 93 | 93 |  |  |
|  | Singles | 51 | 51 |  |  |
|  | Doubles | 10 | 5 |  |  |
|  | Shared/Twin | 32 | 16 |  |  |
|  | Drinking Water (Jumbo) |  | 4  |  |  |
|  |  |  |  | **SUBTOTAL** |  |
| **1/17/2020** | Breakfast | 93 | 93 |  |  |
|  |  |  |  | **SUBTOTAL** |  |
|  |  |  |  | **TOTAL** |  |
|  |  |  |  | **VAT (18%)** |  |
|  |  |  |  | **Local Tax** |  |
|  |  |  |  | **GRAND TOTAL** |  |

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

**Workshop requirements (for special requests that are not indicated above);**

N/A

1. **Statement of Work/Specifications**

Provision of conference facility, accommodation, meals and complimentary garden huts or other break out space as needed.

**Delivery Schedule**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Date** |
|  | Single Rooms  | January 12 - 16, 2020 |
|  | Shared /Twin | January 12 – 16, 2020 |
|  | Doubles | January 15 – 16, 2020 |
|  | Conference Hall 1 (Big for 100 People) | January 12 – 16, 2020 |
|  | Conference Halls 1 (Medium for 50 people) | January 13 – 16, 2020 |
|  | Break Out Spaces 1 (For 35 People) | January 13 – 16, 2020 |
|  | Office Space for Staff (13 People) | January 13 – 16, 2020 |
|  | Breakfast | January 13 – 17, 2020 |
|  | Break Tea (AM) | January 13 – 16, 2020 |
|  | Lunch | January 12 – 16, 2020 |
|  | Break Tea (PM) | January 12 – 16, 2020 |
|  | Dinner | January 12 – 16, 2020 |
|  | Mineral Water (Jumbo) | January 12 – 16, 2020 |

**Extended Warranties Offered by Supplier, if applicable**

**Unit Total**

**Item Description Unit/Qty Price Price**

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0002 ------ -------

1. **Location of Work:** Central, Uganda

1. **Acceptance Criteria**

All rooms; lodging, conference and meeting rooms, must be ready for inspection by January 1, 2020.

1. **Contract Terms and Conditions**

Full board service (food and beverages) will be rendered by the vendor including. Conference halls, offices, meeting rooms, storage and meals will also be rendered.

1. **Peace Corps Payment Schedule and Terms**

Supplier will receive part payment before/during the workshop if needed and final payment will be made after the conference and receipt of valid/accurate final invoice is presented to Peace Corps.

1. **Evaluation Factors:**

**A**ward will be made after consideration of the following factors as marked below:

* Price
* Training requirements for example availability of breakout space
* Payment Terms
* Conducive learning environment (quiet)
* Safety and Security consideration

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.

1. **Instructions to Vendors:**
2. Please read RFQ/email in its entirety including factors that will be considered in making award in Section I.
3. Return completed RFQ by due date as follows:
	1. Fill in prices in Section A.
	2. Unless delivery date(s) are provided, provide delivery date(s) in Section E.
	3. List/state any other terms or items in Section A 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 A.
	4. Sign, date, stamp and return RFQ by required due date.
	5. As indicated in Section F, please indicate whether or not you will need at advance payment.
4. **Other Terms/Items Offered at No Additional Cost:**

**SUPPLIER AUTHORIZED REPSENTATIVE**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Details**

Interested parties are required to review all information and complete the Request for Quotation.  After the FORM has been filled, kindly email to Point of Contact (POC):

**POC Name: Esther Hadoto**

**Email addresses:**  ehadoto@peacecorps.gov

**Please use the Peace Corps RFQ and do not alter the form except for putting in your figures**. If you have any question, please don’t hesitate to contact us.

We look forward to receiving your quotation.