

PEACE CORPS OVERSEAS REQUEST FOR QUOTE TEMPLATE

CONTRACTING OFFICER GUIDANCE

- Contracting Officers will use this template for all purchases greater than \$10,000 shall use this template.
- The sections in RFQ correspond to the *Elements of a Contract*.
- Guidance to Contracting Officers for completing the Peace Corps RFQ Template has been followed.
- Instructions for each “[**Note to Contracting Officer**]” have been followed.
- “[**Notes to Contracting Officer**]” which are embedded in the template have been deleted before final printing, posting, or sending to OACM to review.
- Any blank rows or columns have been deleted.
- Contracting Officer has actually read RFQ prior to soliciting quotes.

PEACE CORPS

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

Date:

Peace Corps intends to offer a firm-fixed price contract for **[NOTE TO CONTRACTING OFFICER: Briefly describe requirement].**

Interested vendors should submit a quote for the services/supplies **[NOTE TO CONTRACTING OFFICER: Choose either services or supplies]** as described in this RFQ.

Quotes are due by the following address by 4:00 p.m. on **DATE [NOTE TO CONTRACTING OFFICER: Insert date. At a minimum, allow one week for vendors to reply to RFQ. More complex requirements will require more time].**

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:
Address:
Email:

A. Price/Period of Performance:

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	Unit Price	Total Price
0001	XXXXXX	XXX		
0002	XXXXXX	XXX		

C. Location of Work

D. Delivery Schedule

Delivery Date(s):

Item	Description	Date	Payment
001			
002			
003			

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Delivery Location:

POC Name:

Mailing Address:

Phone Number:

E. Acceptance Criteria

Indicate how performance will be measured

F. Contract Terms and Conditions

G. Peace Corps Payment Schedule and Terms

Supplier will receive payment in approximately 30 days after acceptance and receipt of valid/accurate invoice.

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 (*Specify*)

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 VI.
- b. Return completed RFQ by due date as follows:
 - 1) Fill in prices in Section II and in Section III (if applicable).
 - 2) Unless delivery date(s) are provided, provide delivery date(s) in Section IV.
 - 3) List/state any other terms or items in Section VIII 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.
 - 4) Sign and return RFQ by required due date.

J. Other Terms/Items Offered at No Additional Cost:

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____ Position/Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____