

**PEACE CORPS**  
**Request for Quotation (RFQ) for Residential Lease**

**REF: RFQ Lease USDH Housing**

Date: February 25th, 2020

Peace Corps intends to offer a firm-fixed price contract for leasing:

***Residential lease with the following requirement including.***

Building in a good condition with at least 3 bedrooms, minimum 2 bathrooms, living room, dining room, kitchen, laundry area, outdoor space.

Located in secured neighborhood Cantonments.

Has secure parking space for minimum one vehicle in the compound (space for two is preferred).

Preference given to property with standard security features and requirement

***Areas for consideration: units in Cantonments or Labone, unfurnished or semi-furnished.***

***Prices/ rates should be VAT exclusive. Peace Corps does not provide or pay any broker's fee.***

Interested vendors should submit a quote for residential lease as described in this RFQ.

Quotes are due by the following address by Close of Business on **March 10, 2020.**

Any questions regarding the RFQ may be addressed to the contact person mentioned below.  
Offers received after the closing date will not be accepted.

**Name: Stanley K. Mensah**  
**Address: Peace Corps Ghana**  
**14 Dade Link, Labone.**

**Email: smensah@peacecorps.gov**

**A. Period of Lease**

The contract would be a one year base period with the option for four additional years.

**B. Residential Lease Specifications**

**PLEASE USE THIS TABLE IN EACH RESIDENCE YOU WILL OFFER (You can provide multiple list of properties)**

Name of landlord	
Building name or village name	
Street address and location	
Rental cost per month including association dues (specify if unfurnished or semi furnished)	
No. of square meter (gross)	
Security in the residence	
How many rooms are available?	

Are there any furnishings/appliances included in the rental? If yes include details	
Will the landlord be open in residential security construction/upgrade as required by US Embassy-RSO?	
Other Comments (please provide other detailed information which was not mentioned in this form)	

### C. Acceptance Criteria

- *All deliverables were met in accordance with the defined schedules and with the terms and conditions of the contract.*
- *Change on price, schedule or any other terms of the contract should always be supported with a written modification signed by both parties.*

### D. Evaluation Factors:

Award will be made after consideration of the following factors as marked below:

- ☒ Price
- ☐ Physical condition and maintenance
- ☐ Availability
- ☐ Payment Terms
- ☐ Warranties
- ☐ Past Performance/Reference Checks
- ☒ Other: Approved by US Embassy – RSO security requirement

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.

### E. Instructions to Vendors:

- Please read RFQ in its entirety including factors that will be considered in making award in Section D.
- Return completed RFQ by due date. . If you need additional time for submission, please inform the contact person via email.

### H. Other Terms/Items Offered at No Additional Cost:

#### LANDLORD AUTHORIZED REPRESENTATIVE

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_