



**PEACE CORPS/ZAMBIA**

**Request For Quotation(RFQ) 07/2019**

**PEACE CORPS OVERSEAS REQUEST FOR QUOTE (RFQ)**

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

Date: 05/16/2019

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

Acquisition of Airtel/MTN Talk Time and upload service every monthend for a period of Five years – Base + 4 Options for the period September 1, 2019 to August 31, 2024

Interested vendors should submit a quote for the **Services** as described in this RFQ.

Quotes are due by the following address by 4:00pm August 4, 2019.

Any questions regarding the RFQ may be addressed to the same address. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

Name: DMO  
Address: P.O. Box 50707,  
Plot 71A, Chitemwiko Rd. Kabulonga.  
Email: zmjobs@peacecorps.gov

**A. Price/Period of Performance:**

**Services/Supply**

**Acquisition of Airtel/MTN Talk Time and upload to Staff individual phone numbers for a period of five Years starting September 1 2019 to August 31, 2024 to Peace Corps Staff as listed on a Monthly basis:**

Peace Corps Office  
P.O Box 50707  
Lusaka.

Specifications detailed in Section B

**Base**

Item	Description	Number	No. of	Unit Price	Total Price
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		<b>of people</b>	Months		
001	Airtel Talk time + upload		12 months		
002	MTN Talk time + upload		12 months		
<b>Total</b>					

**Option 1**

<b>Item</b>	<b>Description</b>	<b>Number of people</b>	<b>No. of Months</b>	<b>Unit Price</b>	<b>Total Price</b>
001	Airtel Talk time + upload		12 months		
002	MTN Talk time + upload		12 months		
<b>Total</b>					

**Option 2**

<b>Item</b>	<b>Description</b>	<b>Number of people</b>	<b>No. of Months</b>	<b>Unit Price</b>	<b>Total Price</b>
001	Airtel Talk time + upload		12 months		
002	MTN Talk time + upload		12 months		
<b>Total</b>					

**Option 3**

<b>Item</b>	<b>Description</b>	<b>Number of people</b>	<b>No. of Months</b>	<b>Unit Price</b>	<b>Total Price</b>
001	Airtel Talk time + upload		12 months		
002	MTN Talk time + upload		12 months		
<b>Total</b>					

**Option 4**

<b>Item</b>	<b>Description</b>	<b>Number of people</b>	<b>No. of Months</b>	<b>Unit Price</b>	<b>Total Price</b>
001	Airtel Talk time + upload		12 months		
002	MTN Talk time + upload		12 months		
<b>Total</b>					

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

**B. Statement of Work/Specifications**

**Supply of Airtel/MTN Talk Time and upload to Staff individual phone numbers for a period of five Years starting September 1, 2013 to August 31, 2014 to Peace Corps Staff as listed on a Monthly basis**

Peace Corps Office  
P.O Box 50707  
Lusaka.

**With the following specifications:**

- Service to at least 90 users
- Clearly documented policy in terms of disbursement of Talk Time
- Traceable references by service provider
- To accept Peace Corps terms of payment of approximately 30 days after acceptance and receipt of valid/accurate invoice.

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

Item	Description	Unit/Quantity	Unit price	Total price
0001				
0002				
0003				
0004				

**C. Location of Work**

Peace Corps office

**D. Delivery Schedule**

Please state the delivery period.

**Delivery Date(s):**

Item	Description	Date	Payment
0001			
0002			
0003			
0004			

**Delivery Location:**

Peace Corps offices

POC Name: DMO

Mailing Address: zmjobs@peacecorps.gov

Phone Number: +260 211 260377 Ext 108

**E. Acceptance Criteria**

Talk time MUST be disbursed with specifications as outlined in B above and be fully operational no later than 1<sup>st</sup> day of each month effective September 1, 2019

**F. Contract Terms and Conditions – Refer to the attached contract**

**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/Installation Timeframe
- Payment Terms

- Past Performance/Reference Checks
- Other: Favorable policies in terms of credit facilities

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 A and in Section D (if applicable).
  - 2) Unless delivery date(s) are provided, provide delivery date(s) in Section D.
  - 3) List/state any other terms or items in Section J 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) Provide details on upload timelines, current service coverage, and at least 3 references.
  - 5) 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: \_\_\_\_\_