

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

RFQ Number: 636-21-007R

Date: Friday, August 27, 2021

Peace Corps/Sierra Leone has a need for generator fuel to be procured, supplied, and delivered. Peace Corps is soliciting fixed-price quotations from the vendor community for the supplies and/or services detailed below.

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

Name: Admira Pratt
Address: 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone
E-mail: SL-DMO@peacecorps.gov

Quotations are due no later than 5:15 PM GMT on Friday, September 10, 2021. 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. No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) 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 supplies and/or services to the selected vendor.

A. Statement of Work/Description of Requirements

1. Specifications:

The Contractor shall provide and deliver high grade heating oil to the Peace Corps Sierra Leone, as described in this solicitation. The contract type will be a fixed price with economic price adjustment indefinite quantity/indefinite delivery under which may be placed firm fixed-price delivery orders. The price listed below shall include all labor, materials, insurance (see FAR 52.228-3 and 52.228-5), overhead, profit, and transportation necessary to supply and deliver the Fuel (diesel) Peace Corps Sierra Leone. In consideration of satisfactory performance of all scheduled services required under this contract, the Contractor shall be paid a firm fixed-price for each delivery. The Contractor shall be compensated after each delivery upon receipt of a proper invoice for all deliveries made under delivery orders.

Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Peace Corps has a tax exemption certificate from the host government.

2. Estimated Fuel Requirements:

Description	Fuel Type	Quantity (Liters)
Peace Corps Office, Freetown	Diesel	48,000

Generators:

Generator	Location	Quantity
150 kVA John Deere Generator	Peace Corps Office, Freetown	2 Generators

The grade of fuel to be supplied must be clearly stated in the offers.

The fuel (diesel) to be delivered to our destinations, located at the following locations:

Item	Location	Tank	Estimated Monthly Quantity (Liters)
001	Peace Corps Office, Freetown	Tank 1 (Diesel)	4,000
		Tank 2 (Diesel)	4,000

The contractor must have the capacity to make delivery of fuel requested by the Peace Corps under normal circumstances, by 08:30 hours the next day for each order made. However, under urgent circumstances, the contractor may be required to deliver the requested fuel within 5 hours, upon the orders being made.

All fuel delivery must be done by using fuel delivery trucks that must have GPS or other comparable tracking devices installed on the vehicle and maintaining in good working order.

3. Services Required:

Fuel Pumps: The contractor at the discretion of the buyer may request the installation of fuel pumps to dispense fuel. This fuel pump will remain the property of the buyer. The installation, Maintenance and repair fees will be at the Contractor's charge.

The contractor, shall at his own cost, provide one double-nozzle two product dispensing pump at the generator tanks as and when required to deliver diesel fuel. Vehicle should have an electronic flow meter for proper record of fuel supplied.

The contractor, shall at his own cost, provide quarterly tank cleaning services at the Peace Corps Office locations listed above with supervision from the COR.

The contractor, shall at his own cost, provide fuel tank calibration and provide a dip stick for each tank (2) that shows fuel in maximum intervals of 10 liters within 10 business days of signing the contract with supervision from the COR.

4. Inspection:

The US Peace Corps shall inspect all fuel delivery and to reject acceptance if not conforming to the specifications of the Statement of work. Recovery of fuel product shall be the sole responsibility of the vendor.

5. Work Standards and Qualifications:

This Statement of Work requires the awarded contractor to provide technical staff for tank cleaning services qualified and experienced to carry out fuel management systems. The contractor shall furnish all tools, test equipment, required PPE, and properly supervise all site personnel.

Contractor Personnel must adhere to standards of conduct as established by the Peace Corps and follow EPA standard and guidelines for fuel extraction.

Safety is the highest priority of the statement of work. The contractor shall direct all of those under his charge to work safely. Regular safety meetings shall be held with the vendor on-site contractor personnel, and safety concerns shall be brought to the attention of the contracting officer. Should there be an accident at the course of execution of this contract by the contractor, any damages caused will not be the responsibility of the U.S government.

Safety plan for the protection of government facilities and property and to provide a safe work environment for contractor personnel and U.S government workers. The Contractor shall provide all equipment, supplies and insurance at no cost to the US Government for the health and safety of its staff.

Contractor shall adhere to the United States Embassy and Peace Corps Security policies and procedures.

6. Quality Assurance Plan

Develop and provide at the start of the contract period or the start of the first operational performance period (if there is no orientation period) a quality assurance plan with respect to the laboratory test reports (for each delivery). Additionally, there will be series of quality control components at delivery points that will require calibrations by both parties in terms of quantum and quality delivered but not limited to Fuel polishers, aerators, and flow meter counters.

7. Site Visit

A site visit / survey shall be conducted at the respective premises to allow a clearer scope of work required. All interested offerors must request for access via E-mail 48 hours before site visit to: Admira Pratt SL-DMO@peacecorps.gov with name of company and representative.

8. Method of Payment

The Contractor shall only submit invoices to the Peace Corps for supply of fuel in accordance to the statement of work. The Government will make payment to the contractor for all fuel deliveries and any other additional services requested by the Peace Corps.

9. Quality Assurance and Surveillance Plan

This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

Performance Objective	Scope of Work	Performance Threshold
Services. Performs all Fuel supply (diesel) set forth in the scope of work.	1 through 9	All required services are performed and no more than one (1) [customer complaint is received per month.

B. Place of Performance

Peace Corps Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone

C. 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.

D. Minimum Criteria:

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

- Attachment 1 – Vendor Quotation Form
- Tenderers shall submit their quote with pricing formulae consistent with the existing means use by the Ministry of Trade and Industry of the Government of Sierra Leone for:
 - Diesel (0.001% Sulphur) with additive – price based on whole current month average duty-free rates existing.

E. Evaluation Factors:

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

Award will be made to the lowest priced, acceptable, responsible offeror. Proposals shall include a completed solicitation. The Government reserves the right to reject proposals that are unreasonably low or high in price.

The lowest price will be determined by multiplying the offered prices times the estimated quantities listed above and arriving at a grand total, including all options. Acceptability will be determined by assessing the offeror's compliance with the terms of the RFP.

- Adequate financial resources or the ability to obtain them;
- Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- Satisfactory record of integrity and business ethics;
- Necessary organization, experience, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them; and
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

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.

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: 636-21-007R

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

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Diesel (0.001% Sulphur) with additive – price based on whole current month average duty-free rates existing.

Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Peace Corps has a tax exemption certificate from the host government.

Fuel Pumps: The contractor at the discretion of the buyer may request the installation of fuel pumps to dispense fuel. This fuel pump will remain the property of the buyer. The installation, Maintenance and repair fees will be at the Contractor's charge.

The contractor, shall at his own cost, provide at least one (1) double-nozzle two product dispensing pump at the NEC as and when required. Vehicle should have an electronic flow meter for proper record of fuel supplied.

The contractor, shall at his own cost, provide quarterly tank cleaning services at the Peace Corps different locations listed above with supervision from the COR.

The contractor, shall at his own cost, provide fuel tank calibration and provide a dip stick for each tank (2) that shows fuel in maximum intervals of 10 liters within 10 business days of signing the contract with supervision from the COR.

FUEL

Base Period:

Fuel Type	Estimated Quantity/6 Months	Unit Price	Total
Diesel	48,000 Liters		

First Option Year:

Fuel Type	Estimated Quantity/Year	Unit Price	Total
Diesel	96,000 Liters		

Contract Period	Total Amount
Base Year Total	
Option Year 1 Total	
Grand Total for Base plus Option Years	

Contract Period	Total Amount
Base Year Total	
Option Year 1 Total	
Grand Total for Base plus Option Years	

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Work or Delivery Schedule (If Any):

Fuel delivered in X number of hours or the next morning by 8:30 AM GMT once request is sent by Peace Corps.

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____