

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

Date: February 14, 2019

NAME OF REALTOR: \_\_\_\_\_

Peace Corps intends to offer a lease contract for a:

***Office Space to house approximately 27 staff approximately 800 square meters (gross) requirement including.***

Building in a good condition with at least 15 rooms, including:

- 3 Executive Offices (Country Director, DMO, DPT)
- Private Medical Office, with exam room and lockable inventory closet
- Private Office for Safety and Security
- Server Room with small space for IT Specialist
- Training Unit
- Programming Unit
- Admin Unit, including Cashier's Cage (or space to build one)
- Staff Kitchen
- Staff break room/patio
- Volunteer Lounge
- Resource Center
- Large Conference Room (30)

Secured Parking Space for at least 5 vehicles

Outdoor space for Compound Access Control, Generator & Fuel Tank, and Container Storage

Staff parking nearby

Preference given to property with standard security features and requirement

***Areas for consideration: units in Dili either unfurnished or semi-furnished.***

***Prices should be in US dollars and rates are VAT exempted. 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 8, 2019**.

Any questions regarding the RFQ may be addressed to the contact person mentioned below. Offers received after the closing date will not be accepted. If you need additional time for submission, please inform the contact person as well.

**Name:** Erika Franz  
**Address:** Peace Corps Timor-Leste  
Rua Nu'u Laran, Bairro do Grilhos  
Dili, Timor-Leste.

**Email:** efranz@peacecorps.gov

**A. Period of Lease**

Estimated to begin in November 2019 planned for a one base year lease with 4 year option renewals.

**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?	
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. Contract Terms and Conditions**  
*(Please refer to the attached Contract Template)*

**E. Peace Corps Payment Schedule and Terms**  
*(Please refer to the attached Contract Template)*

**F. 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.

**G. Instructions to Vendors:**

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section F.
- b. 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:**

**SUPPLIER AUTHORIZED REPRESENTATIVE**

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

Address: \_\_\_\_\_

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

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