



Peace Corps Lesotho
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PEACE CORPS

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

Date: 15 July 2020

Peace Corps intends to offer a firm-fixed price contract for **supply, installation, and testing of a 40 KVA online central uninterruptible power supply (UPS)**.

A site visit will be required prior to submission of an RFQ. A site visit for interested vendors will be held on **23 July 2020**. To schedule an appointment for the site visit, interested vendors should contact Tholoana Kanetsi at tkanetsi@peacecorps.gov or +266-6331-0152 **no later than 21 July 2020**.

Interested vendors should submit a quote for the supplies and services as described in this RFQ.

Quotes should be submitted in soft copy to the following address by 4:00 p.m. on **Monday, 27 July 2020**.

TO: LS-Procurement@peacecorps.gov
SUBJECT: Quotation for 40 KVA UPS – Company Name

Any questions regarding the RFQ may be addressed to the same person. Offers received after the closing date will not be accepted. Hard copies will not be accepted.

A. Price/Period of Performance:

Supplies or Equipment

Item	Description	Quantity	Unit Price	Total Price
001	40 KVA online central uninterruptible power supply (UPS)	1		
002	Installation of UPS, including	1		

	electrical cables, wiring, etc.			
003	Testing of UPS	1		
Total				

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

B. Statement of Work/Specifications

Peace Corps/Lesotho will procure a 40 KVA online UPS for use in Peace Corps/Lesotho's office located at Makaoteng Estate, PTC Road, Maseru. Vendors will see the specific location for installation during the mandatory site visit.

1) Technical Specifications

The UPS should have the following minimum technical specifications:

- 40 KVA Online
- Provides at least 15 – 20 minutes backup power supply
- +/- 35 KW load
- Easy maintenance

Vendors must provide detailed information on make and model of all electronic equipment. Prior to acceptance of a bid, all electronic equipment must be approved by Peace Corps headquarters' information security office.

The UPS can be of any brand and can be made anywhere in the world including China, but the original equipment manufacturer should not be ZTE, Huawei, Ziaomi, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate of such entities. Contractors may provide quotations/specifications for more than one model or brand if such are available.

In addition to supply of the UPS, the vendor will install and test the system at the Peace Corps office. Vendor should also provide basic training to Peace Corps' Information Technology Specialist (ITS) in maintenance and operation of the UPS.

Warranty

All equipment has to comply with international safety and warranty standards, which is a minimum warranty period of 12 months.

Vendors who offer extended warranties (above the 12 months) should complete the table below or attach detailed information on the extended warranties and prices.

Extended Warranties Offered by Supplier, if applicable

Item	Description	Warranty Offered	Total Price
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001	40 KVA Online UPS		
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2) Installation

Vendor will install UPS at the designated location and include in the quotation for installation all necessary items required to connect the UPS to Peace Corps' systems, including, but not limited to: wires, cables, connections, etc.

To allow vendors to prepare accurate quotations, a site visit will be held on 23 July 2020. Vendors should contact the Peace Corps/Lesotho ITS, Tholoana Kanetsi (tkanetsi@peacecorps.gov or [+266-6331-0152](tel:+266-6331-0152)) no later than 21 July 2020 date to schedule an appointment. Vendors will be provided with a site visit certification that should be permitted as part of their proposal.

The contractor is responsible for the safety and security of their workers. The use of adequate personal protective equipment (PPE) is mandatory. All tools needed for the installation must be provided by the contractor. The contractor will be held responsible for any damage caused on the facilities resulting from the use of inadequate working methods, power tools, or disrespect of safety rules. Any waste or debris produced during the installation has to be removed by the vendor.

In addition, the contractor and their workers must comply with all rules and regulations imposed by the Government of Lesotho and Peace Corps due to COVID-19. This includes, but is not limited to, wearing cloth face coverings while on the Peace Corps office compound, washing hands frequently, and maintaining adequate physical distancing to the extent possible.

3) Testing

After installation, vendor will test the system to ensure that it is performing properly and provide documentation of testing to the ITS and the Overseas Contracting Officer (OCO) prior to final payment.

C. Location of Work

The UPS will be located within the Peace Corps Office, Makaoteng Estate, Intersection of Pioneer Road and Pope John Paul II Road, Maseru, Lesotho.

D. Delivery Schedule

Vendor must provide a delivery date for each item listed below.

Delivery Date(s):

Item	Description	Date / Timeline
001	40 kVA UPS	
002	Installation of UPS	
003	Testing of UPS	

Delivery Location:

POC Name: Tholoana Kanetsi
 Phone Number: +266-6331-0152
 Email Address: tkanetsi@peacecorps.gov

E. Acceptance Criteria

- Quotation is received by the deadline
- Contractor provides detailed specifications as listed in this contract
 - Technical specifications
 - Installation requirements
- Listed brands/models are accepted by Peace Corps' information technology security office
- This RFQ is completed in full and signed by supplier's authorized representative on the final page. Technical specifications and quotations should be provided as attachments.
- Vendor includes the following in their submission:
 - Submission of valid tax clearance certificate from the Lesotho Revenue Authority
 - Three (3) references for organizations/companies that vendor has supplied/installed a central UPS for in the last five years

F. Contract Terms and Conditions

- Peace Corps/Lesotho's Information Technology Specialist, Tholoana Kanetsi, will be the liaison person between the vendor and Peace Corps during the course of this contract.
- Payment for all items procured under this RFQ will be made after the installation, testing, and training is completed in full, and the work is accepted by the ITS and the Contracting Officer.

G. Peace Corps Payment Schedule and Terms

Supplier will receive payment in approximately 8-10 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: Quotation includes brands/models of electronic equipment that are approved by Peace Corps/Headquarters information technology security department.

Other: Any other terms/items listed in Section J at no additional cost.

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.

Only the selected vendor will be contacted.

I. Instructions to Vendors:

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section H.
- b. Return completed RFQ by due date as follows:
 - 1) Fill in prices in Section A and in Section B (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) 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: _____