

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

**RFQ Number:** PR2025-12-001

**Date Issued:** December 8, 2025

The Peace Corps Guinea is seeking qualified and experienced service provider(s) to submit quotations for **gardening and/or cleaning services** at the **Training Center in Dubreka**.

This RFQ aims to establish firm-fixed-price contracts for reliable, high-quality facility maintenance services. The contract is divided into two (2) separate lots. Vendors may submit quotations for one or more lots. Please clearly indicate the lot(s) you are bidding on in your submission.

**Contract Lots:**

- **Lot 1:** Cleaning / Janitorial Services – Dubreka
- **Lot 2:** Gardening Services – Dubreka

Interested vendors must submit the following:

- A completed and signed **Attachment 1 – Vendor Quotation Form**,
- Any relevant supporting documentation.

**Submission Deadline:**

December 29, 2025, at 11:59 PM UTC/GMT

Late or hard copy submissions will not be accepted.

**Submit electronically to:**

**Name:** Faya Florent Leno

**Email:** [gn-procurement@peacecorps.gov](mailto:gn-procurement@peacecorps.gov)

**Address:** Taouyah, Corniche Sud, Conakry, Guinea

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.

*All interested vendors must attend a mandatory site visit to be eligible to submit a quotation in response to this RFQ. Interested vendors must participate in an on-site visit at the address below. If interested, you must e-mail to **Mr. Faya Florent Leno** [fleno@peacecorps.gov](mailto:fleno@peacecorps.gov) and copy **Mr. Kondano Yomba** [ykondano@peacecorps.gov](mailto:ykondano@peacecorps.gov). Vendors who do not RSVP will not be admitted to the site tour. The visit is scheduled for **December 17, 2025, at Dubreka from 10:00 a.m. to 11:00 a.m***

- *Baga Goundo, Close to the Cemetery - Dubreka - Guinea*

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 services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required services to the selected vendor.

## **A. Statement of Work/Description of Requirements**

The objective is to maintain a clean, safe, and visually appealing environment at Peace Corps facilities through regular, professional cleaning and/or gardening services

### **Lot 1: Cleaning / Janitorial Services at Dubreka**

Peace Corps/Guinea operates a Training Center in Dubreka. The facility is in operation year-round, but usage and need for cleaning varies according to the time of the year and the training events being held. The successful service provider will be expected to provide adequate staffing during high-use times of the year in (January to March and October to December) accordance with the statement of work outlined below.

- The on-site point of contract (POC) for this contract will be the training site coordinator (TSC). The GSM (general services manager) will provide technical oversight and guidance. Cleaning services must be provided according to the following statement of work.

### **Duties and Responsibilities**

All cleaning services should be performed in a sanitary and efficient manner while following all standard health and safety regulations and protocols.

Standard services shall include the following:

#### **Daily Cleaning (applies to corridors, reception areas, bathrooms, dormitories, and kitchens)**

1. Sweeping all floor areas including damp mopping of areas such as tile, wood floors, and public areas. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. Frequency should be at least once a day, more frequently in some cases. When completed, the floors and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.
2. Dusting and cleaning all furniture, including desks, chairs, computer tables, bookshelves, pictures, maps, telephones, computers, screens, lamps, and other common things found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces or areas.
3. Thorough cleaning of toilets, bathrooms, mirrors, and shower facilities, using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges. The Contractor shall refill paper towels, toilet paper, and handwashing liquid in all bathrooms. Waste bins must be emptied at least once a day.
4. Thorough cleaning of all kitchen equipment, such as microwaves, refrigerators, stoves, kettles, etc. Cleaning and sanitizing kitchen sinks and taps.

#### **Daily Cleaning (applies to all areas of the training center)**

1. Emptying all rubbish bins, replacing plastic wastepaper basket linings when needed, and returning any items that were moved. All trash will be removed to designated areas as directed by the contract point of contact. Trash area must also be kept in clean condition.
2. Removing any grease marks or fingerprints from all glass and metal surfaces, including entrances, walls, doors, door frames, radiators, windows, and window frames.

#### **Monthly Tasks:**

- Interior and exterior window cleaning
- Deep cleaning of all areas

Lot 1 Cleaning Services	Lot 2 Gardening Services Lot
<p><b>Areas to be cleaned:</b></p> <ul style="list-style-type: none"> <li>• Offices (6)</li> <li>• Meeting rooms (3)</li> <li>• Dormitories (28)</li> <li>• Kitchens and dining areas (2)</li> <li>• Bathrooms (20)</li> <li>• Large terrasses (4)</li> <li>• Corridors and common areas</li> </ul> <p><b>Daily/Weekly Tasks:</b></p> <ul style="list-style-type: none"> <li>• Sweeping and mopping all floors</li> <li>• Dusting furniture, equipment, and surfaces</li> <li>• Emptying and cleaning trash bins</li> <li>• Cleaning and disinfecting high-touch surfaces (e.g., doorknobs, light switches)</li> <li>• Restocking consumables: toilet paper, soap, hand sanitizer, paper towels</li> <li>• Cleaning kitchen appliances (microwaves, refrigerators, stoves, etc.)</li> <li>• Cleaning and sanitizing sinks, taps, and countertops</li> <li>• Thorough cleaning of toilets, mirrors, and shower facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Lawn maintenance: mowing, edging, trimming</li> <li>• Pruning of trees, shrubs, and ornamental plants</li> <li>• Removal of weeds and unwanted vegetation</li> <li>• Sweeping and clearing garden paths and driveways</li> <li>• Collection and disposal of organic and non-organic waste</li> <li>• Seasonal planting and basic landscaping (as requested)</li> </ul>

**NB:** The services shall be performed three times per week. The contractor is responsible for determining and assigning the appropriate number of staff required to effectively carry out the services. Additionally, the contractor shall provide all necessary materials, tools, and cleaning / gardening products required to perform the services. Peace Corps will provide a room where the contractor tools and equipment will be stored during the period of contract.

Regulations and protocols:

- Contractor is required to:
  - Supply **personal protective equipment (PPE)** (e.g., gloves, boots, masks)
  - Ensure **safe handling of chemicals** (especially for janitors using cleaning agents or gardeners using pesticides)

**Special Note for Dubreka:**

Cleaning services should be increased during the Pre-Service Training (PST) periods—December to March in 2025, and October to December (2025) and in all future years—when around 30 volunteers are on-site. Daily services would be required during this time.

It's at the sole discretion of Peace Corps to award the contract for either lots based on the organizational needs, budget availability, and evaluation results.

**Place of Performance:** *Baga Goundo, Close to the Cemetery - Dubreka - Guinea*

**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.
- As an Agency of the United States Government, Peace Corps is exempt from VAT in Guinea. All prices should be quoted without VAT.
- Peace Corps/Guinea prefers to pay upon delivery (no advance payments). Vendors who require an advance payment must state desired payment terms clearly in their quotation.

- Peace Corps intends to award a contract for a base period (maximum 12 months) plus an additional four (4) option periods of one year each. Vendors must indicate pricing for the base period and all option periods in their quotation. Exact period of the base and options periods will be determined based on the timing of award of the contract.

**D. Minimum Criteria:**

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

- Mandatory Site visit attendance
- Company Registration and compliance with the local law – Vendor must provide the registration card, taxes, and clearance certificates
- Relevant experience – Minimum Operating Status – 2 years
- References (Contactable references for similar contracts at least 3 references)
- Health and safety compliance – Provide Any Certifications
- Proof of resources (Adequate staffing, tools, and equipment to perform both services effectively)

**E. Evaluation Factors:**

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

- Past performance of the vendor when performing other cleaning and gardening services.
  - Personnel Members: qualifications, certifications, and relevant experience of proposed staff, adequacy of team size and structure for the project.
  - Type of equipment: Suitability of proposed equipment for the work, availability and reliability, condition, capacity, and maintenance status.
  - The company is responsible for managing the quality and progress of its work. This includes using checklists or other tracking tools to monitor tasks, ensure completion, and maintain service standards.
  - Payment Terms and Conditions: Contractor must clearly state the desired payment terms and conditions for the services.
- Costs will be evaluated separately from the elements specified above.

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award may be made 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: PR2025-12-001

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

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

Item	Description	Qty	Unit Price Dubreka
001	Gardening Services for a year + materials and products	01	
002	Cleaning Services for a year + materials and products	01	
<b>03</b>	<b>TOTAL GNF</b>	01	

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

Quoted Work or Delivery Schedule (If Any):

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

**SUPPLIER AUTHORIZED REPRESENTATIVE**

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

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