

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

Date: March 5<sup>th</sup>, 2021

NAME OF REALTOR/LANDLORD: \_\_\_\_\_

Peace Corps intends to offer a lease contract for a:

***Residential lease with the following requirement including.***

Building in a good condition with at least 3 bedrooms, minimum 2 bathrooms, living room, dining room, kitchen, laundry area, outdoor space.

Located in secure neighborhood in Colombo.

Has secure parking space for one or two vehicles in the compound.

Preference given to semi furnished property with standard security features and requirements

***Areas for consideration: units in Colombo 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 email to the following address by 5 pm on March 21, 2021.

Email: [pnadarajah@peacecorps.gov](mailto:pnadarajah@peacecorps.gov) AND [LK-quotations@peacecorps.gov](mailto:LK-quotations@peacecorps.gov)

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:** Paraneetharan Nadarajah  
**Address:** Peace Corps Sri Lanka  
No. 11 Kinross Ave  
Colombo 04

Email: [pnadarajah@peacecorps.gov](mailto:pnadarajah@peacecorps.gov) AND [LK-quotations@peacecorps.gov](mailto:LK-quotations@peacecorps.gov)

**A. Period of Lease**

Estimated to begin in May 2021 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 (if apartment)	
Street address and location	
Rental cost per month including association dues (specify if unfurnished or semi-furnished)	
No. of square feet - Interior	

- Total for plot (include exterior)	
Secure Compound (Y/N) - Meaning substantial gate, high walls if house – and security at ground floor if apartment	
How many rooms are available? (specify type of each room) - Bedrooms - Bathrooms - Living - Dining - Other (please describe)	
Are there any furnishings/appliances included in the rental price quoted above?	
Will the landlord be open to residential-security construction/upgrade as required by US Embassy-RSO?	
Other Comments (please provide other detailed information which was not mentioned in this form)	
OPTIONAL: Please attach any description or photos of the property.	

**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:

- Contains a minimum of 2000 square feet of indoor living space
- Minimum three bedrooms
- Minimum two bathrooms
- Has sufficient parking space for two vehicles in compound
- Is able to be modified to meet RSO security requirements
- Is in a minimally sanitary and usable condition (no evidence of mold or leaking pipes)
- Located in approved RSO neighborhood
- Is located no greater than 30 minutes driving distance from the Peace Corps Office under rush hour driving conditions
- Landlord will sign lease based on Peace Corps lease template

Preferred:

- Outdoor space (either on ground floor or balcony)
- Representational space for small gatherings

- Willingness to semi-furnish upon award

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: \_\_\_\_\_