

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

RFQ Number: 635-FY26-011

Date August 4, 2026

Peace Corps/The Gambia has a need for security guard services for regional office located in Massembeh, near Soma. 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 II—Vendor Quotation Form by email to:

E-mail: GM-Procurement@peacecorps.gov

Quotations are due no later than 5:30 PM on August 24, 2026. 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

Peace Corps/The Gambia requires four (4) unarmed guards providing guard services with communication equipped for its Massembeh, near Soma regional office. Guards will work on a 12-hour shift basis with coverage 24 hours a day. Peace Corps/The Gambia also has four (4) full-time staff who work as guards. The purpose of this guard services contract is to supplement the Peace Corps/The Gambia full-time staff to ensure adequate guard coverage (two guards total per shift), while also observing reasonable work hours per week. The Contractor will coordinate with the Peace Corps/The Gambia guard supervisor to ensure cooperative scheduling.

At the sole discretion of the Peace Corps, the successful Contractor may be asked in the future to provide additional guards at the Massembeh, near Soma office. Additional guards will be provided at the same rates as the guards initially contracted under the awarded contract.

Quotes should be based on the annual guard's salary details provided in Attachment I:

1) SECURITY SERVICES DUTIES AND RESPONSIBILITIES

The company undertakes to provide to the client well trained, unarmed and uniformed security Guards to protect personnel, premises and Property in Massembah, near Soma. Specific post orders for all Security guards shall be provided by the client. See attachment II.

2) SECURITY GUARDS EQUIPMENT:

The company must provide guards with reliable communication tools , operational guidelines book and other approved security tools. Weapons are not required unless explicitly authorized by Peace Corps and compliant with Gambian.

3) CONTRACT GOALS AND PERFORMANCE STANDARDS.

On a monthly basis, the Contractor shall submit an invoice for services rendered during the previous month. This invoice shall be accompanied by a summary report, indicating any notable activities which occurred during the period. The report shall include copies of all log sheets from each location. For any instance where specified standards have not been met, a deduction from the standard fee shall apply.

B. Place of Performance

Peace Corps/The Gambia: Massembah, near Soma Regional Office.

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. This is a five-year contract with Four option years.

D. Minimum Criteria:

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

- Pays for statutory requirements of guards as per Gambian laws (Social Security and housing finance Corporation)
- Covers Medical insurance and personal accident insurance
- All guards must have Level 1 English proficiency (basic knowledge), with the ability to understand basic instructions and communicate simple information when required.
- The contractor needs to be incorporated or otherwise organized under the laws of the Gambia
- List of a minimum of three current full-time clients, including locations and contract information
- Includes log which shows security guards working and shifting hours
- Details of both initial and annual refresher training course provided to guards.

- CV of person who would supervise / manage this contract (Point of Contact for Peace Corps) meeting at least the minimum qualifications listed below.

• Minimum expected qualifications	• Preferred qualifications
• Completion of secondary school	• University degree in relevant field
• 3 years' experience as a supervisor in a similar position	• Up to 5 years' experience as a guard force supervisor
Security training certification	• Good command of one or more local languages of The Gambia
•	• Police or military background

- Administrative documents:
 - Proof of insurance coverages
 - Proof of paying Social Security and Housing finance Corporation and being up-to-date with SSHFC payments
 - Authorization to operate a security guard company in the Gambia

E. Evaluation Factors:

Award will be made after consideration of the following factors as marked below:

☒ Price

☐ Past Performance/Reference Checks

☐ Years of experience in the safety and security business

☐ CV of proposed Contract Supervisor / Manager

☒ number of refresher training course provided to guards in a year.

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: 635-FY26-011

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Instructions to Vendor:

- Return the completed RFQ by due date as follows:
 - 0) Complete the Vendor Quotation Form in its entirety, including signing the form.
 - 1) Fill in prices in the table below.
 - 2) List/state any other terms or items not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection.
 - 3) All documentation should be attached or submitted together.

Quoted Total Price (Inclusive of Administrative and/or Overhead Costs): _____

Period of performance	Description	Qty	Unit Price/month	Annual Total cost
Base	Security Guards	4		
Option Year #1	Security Guards	4		
Option Year #2	Security Guards	4		
Option Year #3	Security Guards	4		
Option Year #4	Security Guards	4		

Quoted Payment Terms: _____

Instructions to Vendor: Please indicate your preference for monthly versus quarterly payments above.

Quoted Additional Terms and/or Conditions:

- 1) Please list three clients similar in nature to size and locations of Peace Corps below. All information provided must be complete.
 - A. Client _____
 Name of Contract Liaison _____
 Email _____
 Phone _____
 - B. Client _____
 Name of Contract Liaison _____
 Email _____
 Phone _____
 - C. Client _____
 Name of Contract Liaison _____
 Email _____
 Phone _____
- 2) List the company resources that are available to support this contract. For example, motorcycles for supervisors in each location, training resources, etc.
- 3) List the client(s) currently served in Massembeh, near Soma (if any)
- 4) How many guards are currently employed by your company?
- 5) Describe the level of English proficiency of your guards.
- 6) Describe in detail the initial and annual refresher training courses provided to guards at your company. Attach a copy of the training materials or training agenda.
- 7) Vendors contracted by Peace Corps must abide by local labor laws and provide fair and safe working conditions for their staff. Attach a copy of the staff manual or other similar document explaining your company's policies as they relate to human resources policies, specifically annual leave, sick leave, and overtime pay.
- 8) Provide documented proof that all statutory contributions for guards have been paid in accordance with Gambian law, specifically the required payments to the **Social Security and Housing Finance Corporation (SSHFC)**. Acceptable evidence includes monthly contribution receipts, payment confirmations, schedules submitted to SSHFC, or official clearance certificates. Additionally, explain whether there were **any compliance issues**, delays, or fines related to statutory reporting or remittances to the Gambian government. If applicable, include details of missed deadlines, penalties imposed, and corrective actions taken to resolve any non-compliance.
- 9) Attach a copy of a sample guard contract, including standard rates of pay for a guard.

- 10) Attach the curriculum vitae of the supervisor/manager of the potential contract with the Peace Corps. The CV is expected to have at least the minimum qualifications as listed below:

• Minimum expected qualifications	• Preferred qualifications
• Completion of secondary school	• University degree in relevant field
• 3 years' experience as a supervisor in a similar position	• Up to 5 years' experience as a guard force supervisor
Security training certification	• Good command of one or more local languages of The Gambia
•	• Police or military background

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____

ATTACHMENT II

DUTIES AND RESPONSBLITIES OF Guard Services

- Monitor and control visitor access to premises and buildings to prevent intrusion or attacks on people or property.
- Verify the identities of staff and visitors before granting access to premises or offices.
- Maintain a custody record documenting all movements, rounds, and incidents.
- Conduct regular surveillance and patrols of premises to prevent intrusion and protect persons and property.
- Anticipate potential risk events and take preventive actions. Review incident reports regularly and promptly for Massembeh, near Soma regional offices that may affect Peace Corps safety and security.
- Provide risk assessments and incident reports upon request.
- Collaborate with Peace Corps management to operationalize the Emergency Action Plan and assist in drills or actual emergencies when necessary.
- Ensure guards on duty carry out and record regular rounds in the custody log.
- Submit a monthly attendance report detailing all site access, in the format specified by Peace Corps.
- Submit invoices and timecards for guards on time to the Peace Corps Administrative and Financial Office in Bijilo.
- Ensure all guards complete mandatory sexual assault and harassment prevention training with the Peace Corps Safety and Security Manager prior to deployment.
- on duty with the standards set forth by the company.
- Ensure guards take annual leave in accordance with Gambian labor law.
- Submit a complete offer for services as described in this RFQ.

Other Requirements:

- Each guard must be between 21 and 60 years old.
- Provide documentation proving guards are certified and trained per company standards.
- Guards must maintain a strictly professional relationship with Peace Corps staff and volunteers and ensure complete confidentiality regarding all Peace Corps-related information.
- Guards shall not leave their post for any reason without relief. Violations will result in disciplinary action by the company.
- Apply all client-established access rules.
- Provide emergency contact numbers available 24/7.
- Assign a supervisor to monitor service effectiveness and report regularly to the Peace Corps Director of Management and Operations or designee.
- Accept that any breach of service requirements may result in suspension or termination of the contract.
- The company will be held responsible for any loss or damage to Peace Corps equipment or facilities caused by a guard.
- Each guard will undergo cross-cultural and Peace Corps safety standards training conducted by the company prior to deployment.

- Maintain liability insurance covering guards and operations.
- Agree to periodic performance evaluations by Peace Corps.
- Replace absent or non-performing guards within 24 hours of notification