



The American Embassy Malabo located at Malabo II Highway requires the services of a contractor to conduct a study of the annual change in cost of living in Equatorial Guinea, since 2010. The basis of the study of change in cost of living will concern a family of two parents and three kids.

The study should breakdown the average change of cost of living in Equatorial Guinea per year in various domains including, but not limited to housing, transportation, grocery prices, primary education, and medical care. The specific sources of data provided shall be mentioned in the final report.

At a minimum, the bidder must meet the following requirements when submitting their proposal:

- **Education:** A bachelor's degree in Economics, Accounting or Statistics, or Finance is required.
- **Experience:** A minimum of two years prior experience in writing economic and/or statistical reports for government agencies, international organizations or large local businesses.
- **Language:** Level IV Spanish (fluency, professional spoken and written) is required. Level IV English (fluency, professional spoken and written) is required.
- **Skills and Abilities:** the contractor must have good interpersonal and customer service skills.
- Have no adverse criminal record.
- Have no political or business affiliation that could be considered contrary to the interests of the United States.

The proposal must include the contractor's required hourly rate in CFAs. It must also include two samples of reports that had been written for previous client companies. The most technically qualified contractor will be selected based on his/her hourly rate and quality of their sample reports. The Request for Quote and Statement of Work are on the following pages. The proposal is due by **5pm on Monday, December 30, 2019.**

U.S. Embassy Malabo

REQUEST FOR QUOTE

Cost of Living Survey

Please review the Statement of Work on the following pages and prepare a proposal which includes the following information:

1. Full name
2. Email address
3. Phone number
4. Required hourly fee in CFAs
5. Work experience
6. Education
7. Three references, including full name, email address and/or phone number of persons who can speak to your qualifications and experience
8. Two sample reports

Interested parties should deliver the written proposal to the U.S. Embassy Malabo **on or before 5pm on Monday, December 30, 2019**. No proposals will be accepted after this date. Your proposal must be written in English and must be submitted in a sealed envelope marked "Cost of Living Survey" to the General Services Officer, U.S. Embassy Malabo, Malabo II Highway (beside Sonagas), Malabo, Equatorial Guinea or you may email your proposal to MalaboP@state.gov.

Statement of Work – Cost of Living Survey

General Objective:

The contractor will conduct a study of the annual change in cost of living in Equatorial Guinea, since 2010. The basis of the study of change in cost living will concern a family of two parents and three kids.

The study should breakdown the average change in cost of living in Equatorial Guinea per year in various domains including, but not limited to housing, transportation, grocery prices, primary education, and medical care. The specific sources of data provided shall be mentioned in the final report.

Any work performed by the contractor beyond this contract without direction from the Contracting Officer will be at the contractor's own risk and at no cost to the Embassy. All documentation produced for this service will become property of the Embassy at the completion of the service.

Any cost associated with services subcontracted by the contractor shall be borne by and be the complete responsibility of the contractor under the estimated time of this contract.