



**EMBASSY OF THE
UNITED STATES OF AMERICA
P.O. BOX 606 - 00621, VILLAGE MARKET
NAIROBI, KENYA**

Date: May 06, 2020

Dear *Prospective Quoter*,

Subject: Request for Quotations number 19KE5020Q0001

Enclosed is a Request for Quotations (RFQ) for mobile telephone services. If you would like to submit a quotation, follow the instructions in Section 4 of the solicitation, complete the required portions of the attached document, and submit the packet as explained below.

In order for a quotation to be considered, you must also complete and submit the following:

- SF-1449 (blocks 17, 24 and 30). Block 24 should list the total value of the quote for the base year and the option year.
- Section 1, The Schedule
- Section 5, Representations and Certifications
- Additional Information as required in Section 4.

Your proposal must be submitted in two separate sealed envelopes as follows;

Title

1. RFQ. **FINANCIAL PROPOSAL:** This entails the price quotation indicating unit and total prices before VAT (*Must have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number*).
2. RFQ. **TECHNICAL PROPOSAL** (*Must not have your Letter Head or Company Stamp/Seal i.e. it should be on plain paper*). Your quotation reference number is required on this which matches the price proposal number)

This must be submitted on or before **Monday, June 08, 2020. 10.00am East African Time**. No quotations will be accepted after this time and only hard-copy documents will be accepted. The Financial Proposal and the Technical Proposal must be separate. Deliver one original and 2 copies of all submissions to the U.S. Embassy- Nairobi, UN Avenue, Gigiri at the Truck Transfer Area next to CAC 2.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting a technically acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

All contractors must be registered in the SAM (System for Award Management) Database <https://beta.sam.gov/> prior to contract award pursuant to FAR provision 52.204-7. Therefore, prospective offerors should register prior to the submittal of quotations/proposals. Please note that Kenya is not a danger pay post.

The guidelines for registration in SAM are also available at: <https://www.sam.gov/SAM/>

The Embassy intends to conduct a *Virtual Pre-quotation conference* and all prospective quoters who have downloaded the solicitation package are invited to participate. See Section 3 (Solicitation Provisions) of the attached Request for Quotations (RFQ).

The virtual pre-proposal conference has been scheduled for *May 20, 2020, at 11:00am*.

Direct any questions regarding this solicitation in writing to the, Contracting Officer, questions must be written in English and may be sent to Lance Posey by email: NairobiGSO-Contracts@state.gov. Kindly reference the solicitation number for all communications.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lance Posey', with a long horizontal flourish extending to the right.

Lance Posey,
Contracting Officer

Enclosures