



EMBASSY OF THE
UNITED STATES OF AMERICA

P.O. BOX 606 - 00621, VILLAGE MARKET

NAIROBI, KENYA

Date: June 03, 2020

Dear *Prospective Quoter*,

Subject: Request for Quotations number 19KE5020Q00013

Enclosed is a Request for Quotations (RFQ) for taxi 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, July 06, 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 accessed the solicitation package are invited to attend. See Section 3 (Solicitation Provisions) of the attached Request for Quotations (RFQ).

The virtual pre-quotation conference has been scheduled for *June 16, 2020, at 11:00am* and will be hosted by the U.S. Embassy Nairobi General Services Office,

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,



Mike Pace,
S/GSO

Enclosures