



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

July 13, 2020

Dear Prospective Offeror,

SUBJECT: RFQ.NO. PR9231390: PPE SUPPLIES.

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for Medical protective supplies based on the provided Scope of work.

The U.S. Government intends to award a Purchase Order to a responsible vendor submitting a technically acceptable quotation at a reasonable price. This RFQ does not commit the Embassy to make any award. The Embassy may cancel the RFQ entirely or in part without any obligation on its part.

Your proposal **MUST** be submitted in two forms as follows;

1. **RFQ No. PR9231390 - FINANCIAL PROPOSAL:** This entails the **price quotation** indicating unit price for each line item and total prices *(Must have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number).*
2. **RFQ No. PR9231390 - TECHNICAL PROPOSAL:** This entails **technical specification of proposed items, in view of our RFQ document, including a catalogs or sample photos of the proposed PPEs in a single document** . *(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).*

Bidding Start Date: July 13th, 2020.

Bid Closing Date: July 28th, 2020 2.00PM East African time.

The RFQ should be addressed to The Contracting Officer, America Embassy through;
NairobiGSO-bids@state.gov, with a copy to **NandieJJ@state.gov**.

The U.S. Government intends to award a Purchase order to the responsible vendor submitting a technically acceptable quote with the lowest price, based on initial quotation without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. Prior to contract award, the successful offeror(s) will be required to have a DUNS number and be registered in SAM/COR through the following sites: DUNS – www.dnb.com and SAM/CCR www.sam.gov.

Direct any questions regarding this solicitation to the **Contracting Officer, Nairobi** via NairobiGSO-bids@state.gov and NandieJJ@state.gov, during regular business hours.

Sincerely,


Mike Pace
Senior GSO Officer

SENSITIVE BUT UNCLASSIFIED



Requisition Number: PR9231390

Requisition Title: CDC-DGHP PPEs / Safety Supplies

Purchase Request: PR9231390
 Request Type: Purchase Order
 Requesting Office: AMERICAN EMBASSY NAIROBI
 Issued on Thu, 18 Jun, 2020
 Created on Thu, 18 Jun, 2020 by Caroline A. Oulu

Vendor:
 NOVENDOR
 UNITED STATES

Ship To:
 Department of State
 U.N. AVENUE GIGIRI; PO BOX 606,00621
 ATTN: GSO-WAREHOUSE - 1901.0
 NAIROBI
 KENYA

Bill To:
 Department of State
 8900 NAIROBI PLACE
 ATTN: FMC
 WASHINGTON, DC 20521-8900
 UNITED STATES

Funding:

Type	Amount(Local Currency)	Amount(USD)	Details
Commodity Accounting Line	0.00 KES	\$0.00 USD	

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	Personal Protective Equipment (PPEs) safety ...		piece	500	Fri, 14 Aug, 2020	0.00 KES	0.00 KES
	Personal Protective Equipment (PPEs) safety supplies for COVID-19 response in Kenya.						
	Full PPE Kits = 500 kits						
	(Preferred Tyvek coveral which comes with boots attached rather than separate. When attached its better for IPC practices and protects the person using them)						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
2	NP5 masks - 500 pcs		piece	500	Fri, 14 Aug, 2020	\$0.00 USD	\$0.00 USD
	NP5 masks - 500 pcs						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
3	Surgical masks - 2000 pcs		piece	2,000	Fri, 14 Aug, 2020	\$0.00 USD	\$0.00 USD
	Surgical masks - 2000 pcs						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
4 Boxes of gloves Medium Boxes of gloves Medium		piece	200	Fri, 14 Aug, 2020	\$0.00 USD	\$0.00 USD

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
5 Boxes of gloves Small-100 pcs Boxes of gloves Small-100 pcs		piece	100	Fri, 14 Aug, 2020	\$0.00 USD	\$0.00 USD

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
6 Boxes of gloves - Large-100 pcs Boxes of gloves - Large-100 pcs		piece	100	Fri, 14 Aug, 2020	\$0.00 USD	\$0.00 USD

Total 0.00 KES

Status: Submitted

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Not Required	Ready	Approver 6: Watcher - Optional Approver	Nairobi Watcher Group		
Required	Ready	Approver 3: Procurement Team	Nairobi Procurement Team		
Required	Pending	Approver 4: B&F	Nairobi Accounting		
Required	Pending	Approver 5: FMO	Nairobi FMO Group		
Required	Pending	Approver 7: Final Approver	Nairobi Contracting Officers		

Requisition Comments

- Caroline A. Oulu, 06/18/2020:
CAN # 0939 OEXF 542

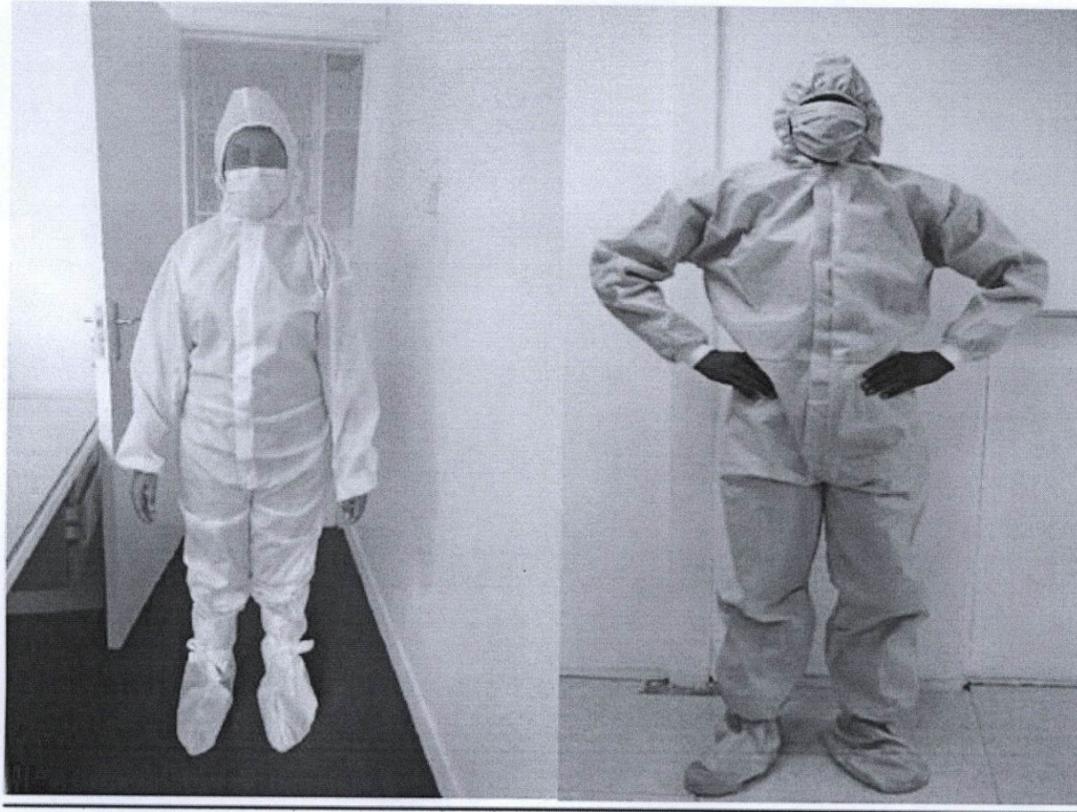
Quotations from proposed local vendors attached: (Caroline A. Oulu, Thu, 18 Jun, 2020)

Requisition Attachments

- ATTACHMENT by **Caroline A. Oulu** on Thursday, June 18, 2020 at 3:44 PM
Internal Procurement Request Form-COVID19 PPE KITS_al signed.pdf (3196496 bytes)

ATTACHMENT by **Caroline A. Oulu** on Thursday, June 18, 2020 at 3:43 PM
Quotation Analysis- Safety Items.xlsx (20257 bytes) ATTACHMENT by **Caroline A. Oulu** on Thursday, June 18, 2020 at 3:45 PM
Protective gear.docx (57813 bytes)

PERSONAL PROTECTIVE EQUIPMENT



TYVEK COVERALL WITH BOOT COVER

For item 1, provide the preference as shown or equivalent

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF 33
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER PR9231390	6. SOLICITATION ISSUE DATE JULY 13 TH , 2020	
7. FOR SOLICITATION INFORMATION CALL: 		a. NAME MIKE PACE	b. TELEPHONE NUMBER (No collect calls) 254-363-6075	8. OFFER DUE DATE/ LOCAL TIME JULY 28 TH , 2020 /2PM	
9. ISSUED BY AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI P.O BOX 606,00621 ATT: GSO PROCUREMENT NAIROBI KENYA		CODE KE500	10. THIS ACQUISITION IS <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8 (A) SIZE STANDARD:		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	
15. DELIVER TO AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI GSO NAIROBI KENYA		16. ADMINISTERED BY AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI, P.O BOX 606,00621 ATT: GSO PROCUREMENT NAIROBI, KENYA			
17a. CONTRACTOR/OFFERER TELEPHONE NO.		18a. PAYMENT WILL BE MADE BY AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI, P.O BOX 606,00621, NAIROBI, KENYA ATT: FINANCIAL MANAGEMENT OFFICE			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
	REQUEST FOR QUOTATION FOR ICT EQUIPMENT (RFQ. NO. PR9231390) ATTACHED <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>		As per attached scope in PR PR9231390		
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA			<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA			<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED
			MIKE PACE		

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

Computer Generated

STANDARD FORM 1449 (REV. 02/2012)
Prescribed by GSA - FAR (48 CFR) 53.212

SENSITIVE BUT UNCLASSIFIED



*Embassy of the United States of America
Nairobi, Kenya*

MEMORANDUM

June 15, 2020

TO: All Vendors

SUBJECT: Notice to all Vendors on Value-Added Tax (VAT)

The United States Embassy wishes to draw your attention to the provisions of the VAT Act, 2013, 2nd Schedule, Part B 'Zero Rated Supplies to Public Bodies, Privileged Persons and Institutions', para (3) which places all taxable supplies (goods and services) for the official use of any foreign embassy, consulate or diplomatic mission in Kenya in the ZERO RATED category.

Please note that effective immediately, as part of the 'foreign embassy, consulate or diplomatic mission in Kenya' category, which the United States Embassy to Kenya falls under, we will no longer process VAT exemptions on behalf of our vendors and suppliers. We will include the following language in all Purchase Orders and Contract documents to enable you to claim your Exemptions directly:

All taxable supplies (goods and services) to the United States Embassy in Kenya are exempt from Value Added Tax. See the VAT Act, 2013, 2nd Schedule, Part B 'Zero Rated Supplies to Public Bodies, Privileged Persons and Institutions', para (3). Vendors are therefore required to present invoices without a tax element, i.e., indicate 0% VAT on all invoices. The Purchase Orders or Contracts issued by the United States Embassy will serve as the basis for the Zero Rating when vendors are accounting for VAT with the Kenya Revenue Authority.

To this end, the U.S. Embassy requests our vendors and suppliers to ensure that all invoices issued to us indicate **0% VAT**.

