



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

July 17, 2020

Dear Prospective Offeror,

SUBJECT: RFQ.NO. PR9232407 - ICT SUPPLIES.

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for provision of ICT 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. PR9232407 - 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. PR9232407 - TECHNICAL PROPOSAL:** This entails **technical specification of the proposed items, in view of our RFQ 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 17th, 2020.

Bid Closing Date: July 31st, 2020 2.00PM East African time.

The RFQ should be addressed to The Contracting Officer, America Embassy Nairobi, 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, should there be the 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.

Any question regarding this solicitation should be directed to the **Contracting Officer, Nairobi** via NairobiGSO-bids@state.gov and NandieJJ@state.gov, during regular business hours.

Sincerely,

Aisha O'Neal
Contracting Officer

SENSITIVE BUT UNCLASSIFIED



Requisition Number: 91232407

Requisition Title: PR91232407 INL Kenya document scanners ODP

Purchase Request: PR9232407

Request Type: Purchase Order

Requesting Office: AMERICAN EMBASSY NAIROBI

Vendor:

NOVENDOR

UNITED STATES

Ship To:

Department of State
U.S. EMBASSY NAIROBI
ATTN: INL NAIROBI
NAIROBI
KENYA

Bill To:

Department of State
2401 E. STREET NW;
SUITE H324
NAVY HILL SOUTH
WASHINGTON, DC
20037
UNITED STATES
Phone:
USA202-663-1762

Funding:

Type	Amount(Local Currency)	Amount(USD)	Details
Commodity Accounting Line	0.00 KES	\$0.00 USD	1900-2015-2016-1911561022000C-0542-INL-0705-0542614003-3121-IN53KEI4-INL-0542614000C-1-

ICASS:

Number	ICASS Agency	Amount
1	STATE - INL, INT NARCOTICS AND LAW ENFORCEMENT - 1930.0	0.00 KES

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	High-speed document scanner (Canon model ...)		each	2	Sat, 18 Jul, 2020	0.00 KES	0.00 KES
	High-speed document scanner (Canon model DR-G2090 or equivalent) -180 ppm/300 dpi -Duty cycle: 30,000 sheets per day -300 sheet feed tray						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
2	document scanner (Epson model WorkForce DS-...)		each	12	Sat, 18 Jul, 2020	0.00 KES	0.00 KES
	document scanner (Epson model WorkForce DS-570W or equivalent) • Scan at speeds up to 35ppm/70ipm (one-pass duplex) • Scan up to A4 • Scan from 27gsm to 413gsm • Wi-Fi, Wi-Fi Access Point and NFC						

• Ethernet connection

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
3	local service plan, three years -Kenya ... local service plan, three years -Kenya nationwide availability of technicians -response time within 24 hours -annual preventative maintenance and cleaning -replacement of worn or degraded moving parts		each	1	Sat, 18 Jul, 2020	0.00 KES	0.00 KES
Total							0.00 KES

Status: Submitted

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Required	Approved	Approver 1: Organizational Approver 1	Nairobi INL/AME Approvers		
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		

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 PR9232407	6. SOLICITATION ISSUE DATE JULY 17TH, 2020	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Aisha O'neal	b. TELEPHONE NUMBER (No collect calls) 254-363-6075	8. OFFER DUE DATE/ LOCAL TIME JULY 31ST, 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"/> SET ASIDE: ___ % FOR: <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	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
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	24. AMOUNT
	Refer to the scope in PR9232407 attached <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>	Refer to the scope in PR9232407 attached			
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>	
<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 <u>2</u> 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 <i>(Type or print)</i>	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER <i>(Type or print)</i> Aisha O'neal		31c. DATE SIGNED	

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

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