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

Dear Prospective Offeror,

**SUBJECT: REQUEST FOR QUOTATION NUMBER PR9218048**

The Embassy of the United States of America, Nairobi, invites you to submit a Quotation for **Lexmark CX924dte (or any other equivalent model)**

The U.S. Government intends to award a Purchase Order to a responsible company submitting an acceptable quotation at a reasonable price. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

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

1. **RFQ No. PR9218048,** ***FINANCIAL PROPOSAL: (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).***

2. **RFQ No. PR9218048,** ***TECHNICAL PROPOSAL (Must not have your Letter Head or Company Stamp/Seal i.e. should be on plain paper). Your quotation Reference Number is required on this which matches the price proposal number.***

   **Opening date: June 24, 2019**
   **Closing date: July 10, 2019**

This should be submitted on or before **July 10, 2019 at 04:00pm.** Addressed to **The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov**
**With a copy to HusseinKY@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 quotations 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 GSO-contracts@state.gov** during regular business hours

Sincerely,

**Lance Posey**
**Contracting Officer**