



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

January 2, 2020

Dear Prospective Offeror,

SUBJECT: REQUEST FOR QUOTATION PR8895722

The Embassy of the United States of America, Nairobi, invites you to submit a proposal for Video Making.

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 proposals as follows;

1. RFQ No. **PR8895722 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 No. **PR8895722 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)

Start Date: January 2nd 2020

End Date: February 17th 2020

This should be submitted on or before **January 17th 2020 10.00 am East African time**.
Addressed to

**The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov
With a copy to KangiriJW@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** NairobiGSO-bids@state.gov and KangiriJW@state.gov during regular business hours

Sincerely,

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

Lance Posey
Contracting Officer



Requisition Number: PR8895722

Requisition Title: PAS Nairobi Video Making

Purchase Request: PR8895722

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY NAIROBI

Issued on Thu, 19 Dec, 2019

Created on Thu, 19 Dec, 2019 by f

Vendor:

NOVENDOR

UNITED STATES

Ship To:

Department of State

U.N. AVENUE GIGIRI; PO BOX 606,00621

ATTN: GSO-WAREHOUSE - 1901.0

NAIROBI

KENYA

Deliver To:

PAS Nairobi

ICASS:

Number	ICASS Agency	Amount
1		\$0.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	Provide services on making short, 1-5 minute ...		service	1	Mon, 20 Jan, 2020	\$0.00 USD	\$0.00 USD
	<p>Provide services on making short, 1-5 minute videos in HD quality, as needed. Period of performance is one year</p> <ul style="list-style-type: none"> • Location: from 1 to max. 10 locations <ul style="list-style-type: none"> o Mostly in Nairobi, Mombasa, Nakuru, Kisumu and immediately surrounding areas, but please describe a cost calculation method if the location is in the country side • Personnel <ul style="list-style-type: none"> o Cameraman o Reporter (fluent in English) o Editor o Technician o Sound designer o Director, producer (if needed) o Makeup artist • Equipment <ul style="list-style-type: none"> o HD camera(s) o Special effect camera(s) o GoPro camera o Drone/flying camera (optional item) o Lighting equipment o Sound recording equipment • Sound Elements <ul style="list-style-type: none"> o Licensed music 						

- Visual elements
 - o Graphic design
 - o Motion graphics
 - o Animation

- Language and Accessibility Services
 - o English- and Kiswahili- language subtitling services

- Editing and production services

- Travel
 - o Location of needed services:

- i, Nairobi
- i, Mombasa
- i, Nakuru
- i, Kisumu, and
- i, Surrounding Areas

i, Note: Actual location of the event(s) TBD.

- Optional unit price and calculation method regarding travel outside of these areas is required.

Unit prices are needed at least for the above mentioned elements.

Other optional items/services may be offered, but PAS reserves the right to not use it/them.

Links to sample videos (min. 3 ea short, preferably English language videos, if available) and other production works by potential vendors are required.

NB: Upon the receipt of proposals/quotations, please contact PAS for technical evaluation.

Bill To:

Department of State
 U.N. AVENUE GIGIRI; PO BOX 606,00621
 ATTN: US EMBASSY FMC - 1901.0
 NAIROBI
 KENYA

Funding:

Type	Percentage	Amount(Local Currency)	Amount(USD)	Details
Commodity Accounting Line	100%	\$0.00 USD	\$0.00 USD	

Total \$0.00 USD

Status: Submitted

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Not Required	Ready	Approver 6: Watcher - Optional Approver	Nairobi Watcher Group		
Required	Approved	Approver 1: Organizational Approver 1	Nairobi PAS Approvers		Thu, 19 Dec, 2019
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

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SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER PR7330140	PAGE 1 OF 52	
2. CONTRACT NO. TBA	3. AWARD/EFFECTIVE TBD	4. ORDER NUMBER TBA	5. SOLICITATION NUMBER PR7330140	6. SOLICITATION ISSUE DATE January 2nd 2020		
7. FOR SOLICITATION INFORMATION CALL	a. NAME Julia Kangiri		b. TELEPHONE NUMBER(No collect calls) 0203636000	8. OFFER DUE DATE/ LOCAL TIME January 17th, 2020 at 10.00am East African Time		
9. ISSUED BY GSO/Procurement Office U.S Embassy, P.O Box 606-00621, Village Market Nairobi		CODE <input type="text"/>	10. THIS ACQUISITION IS X UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING	12. DISCOUNT TERMS	
15. DELIVER TO U.S. Embassy GSO Procurement – Nairobi, Kenya		CODE <input type="text"/>	16. ADMINISTERED BY U.S. Embassy PAS Nairobi, Kenya		CODE <input type="text"/>	
17a. CONTRACTOR/ OFFEROR	CODE <input type="text"/>	FACILITY CODE <input type="text"/>	18a. PAYMENT WILL BE MADE BY U.S. Embassy Financial Management Center Nairobi, Kenya			
TELEPHONE NO. <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
1	Video Making		1		See attached PR	
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, 52.212-3. FAR 52.212-4 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.						
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.						
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 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: 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	
			Lance Posey			