



EMBASSY OF THE
UNITED STATES OF AMERICA

P.O. BOX 606 - 00621, VILLAGE MARKET

NAIROBI, KENYA

Date: August 14, 2020

Dear *Prospective Quoter*,

Subject: Request for Quotations Tender Number 19KE5021-T-001

Enclosed is a Request for Quotations (RFQ) for Standard Tender of Service (TOS) Packing & Crating Services. If you would like to submit a quotation, follow the instructions in Section 2 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: Follow the instruction in Section 2: including Approval Requirements. These evaluation factors will be used to make a determination.

Submission of Rates in Section – I: TENDER RATE SHEET.

Your proposal must be submitted in as follows:

RFQ. **TECHNICAL AND FINANCIAL PROPOSAL**: This entails the price quotation indicating unit and total prices excluding VAT (*Must have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number*).

Three printed copies of the complete tender package must be sent in a single package, with all requirements attached **by August 31, 2020, 1630hrs**. No quotations will be accepted after this time. Deliver submission copies 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 Tender of Service (TOS) to responsible companies submitting a technically acceptable quotation within the complete price range. We intend to award a TOS 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 are advised to be registered in the SAM (System for Award Management) Database <https://beta.sam.gov/> prior to TOS award.

The guidelines for registration in SAM are also available at: <https://www.sam.gov/SAM/>

Direct any questions regarding this solicitation in writing to the, Tender Administer, questions must be written in English and may be sent to: NairobiGSOCustomsAndShipping@state.gov Kindly reference the solicitation number (Tender Number 19KE5021-T-001) for all communications.

Sincerely,

Aisha O'Neal,
General Services Officer