



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

Dear Prospective Offeror,

**SUBJECT: REQUEST FOR QUOTATION NUMBER 9151024**

The Embassy of the United States of America, Nairobi, invites you to submit a Quotation for **Generator Repair Parts per the details on the specification document attached.**

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. 9151024, *FINANCIAL PROPOSAL: (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).***
2. **RFQ No. 9151024, *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: April 29 2020**

**Closing date: May 08 2020**

This should be submitted on email on or before **May 08 2020 at 04:00pm**. Addressed to **The Contracting Officer, America Embassy through [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov)**  
With a copy to [Kirorinm@state.gov](mailto:Kirorinm@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](http://www.dnb.com) and SAM/CCR [www.sam.gov](http://www.sam.gov).

Direct any questions regarding this solicitation to the **Contracting Officer, [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov)** during regular business hours.

Sincerely,

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



# Requisition Number: PR9151024

Requisition Title: NEC GENERATOR REPAIR PARTS CAT 3512 SN#IGZ00621

Purchase Request: PR9151024

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY NAIROBI

Issued on Thu, 23 Apr, 2020

Created on Thu, 23 Apr, 2020 by Reardon R. Muka

## Vendor:

NOVENDOR

UNITED STATES

## Ship To:

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

## Bill To:

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

## Funding:

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

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	Fan belt - CAT 3512 SN#IGZ00621		each	3	Sat, 23 May, 2020	\$0.00 USD	\$0.00 USD
	Fan belt - CAT 3512 SN#IGZ00621						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
2	Seal front and rear CAT 3512 SN#IGZ00621		each	2	Sat, 23 May, 2020	\$0.00 USD	\$0.00 USD
	Seal front and rear CAT 3512 SN#IGZ00621						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
3	DC Alternator - CAT 3512 SN#IGZ00621		each	2	Sat, 23 May, 2020	\$0.00 USD	\$0.00 USD
	DC Alternator - CAT 3512 SN#IGZ00621						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
------	-------------	-------------	------	-----	-----------------	------------	-----------------

4 Battery Charger -CAT 3512 SN#IGZ00621

each 2 Sat, 23 May, 2020 \$0.00 USD \$0.00 USD

Battery Charger -CAT 3512 SN#IGZ00621

**Total** \$0.00 USD

**Status: Submitted**

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Required	Approved				Thu, 23 Apr, 2020
Not Required	Ready	Approver 6: Watcher - Optional Approver	Nairobi Watcher Group		
Required	Approved	Approver 2: Organizational Approver 2	Nairobi FM Approvers		Fri, 24 Apr, 2020
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**

- 

By READER R. MUKU on the 23 Apr 2020

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER	PAGE 1 OF 52	
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER <b>RFQ NO.9151024</b>	6. SOLICITATION ISSUE DATE <b>April 29 2020</b>		
7. FOR SOLICITATION INFORMATION CALL	a. NAME <b>Lance Posey</b>		b. TELEPHONE NUMBER(No collect calls)	8. OFFER DUE DATE/ LOCAL TIME <b>May 08 2020 at 04:00 pm</b>		
9. ISSUED BY GSO/Procurement Office U.S Embassy, P.O Box 606-00621, Village Market Nairobi Nairobi Kenya		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 ISC Nairobi, Kenya			
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.			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER						
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1	<b>Generator parts as per the details on the procurement request</b>		various		See Section 1 The Schedule	
(Use Reverse and/or Attach Additional Sheets as Necessary)						
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			