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

July 7, 2020

Dear Prospective Offeror,

SUBJECT: RFQ NO. PR9245002-RMO COLOR PHOTOCOPY MACHINE

The Embassy of the United State of America, Nairobi, invites you to submit a quotation for a colored photocopy machine as per attached specifications.

The U.S. Government intends to award a Purchase Order to a responsible company submitting a technically acceptable quotation at a reasonable price. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ entirely or any part without any obligation on its part.

Your proposal **MUST** be submitted in two separate documents as follows;

1. **RFQ. NO. PR9245002 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. PR9245002 TECHNICAL PROPOSAL** This entails **technical specification of proposed items, in view of our RFQ document provided**. *(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 7,2020

Bidding Start Date: July 21,2020 10.00 a.m. East African Time

The RFQ should be addressed to The Contracting Officer, America Embassy through **NairobiGSO-bids@state.gov**, with a copy to **Ochiengep@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 Ochiengep@state.gov during regular business hours.

Sincerely,

Michael Pace
S/GSO