



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

August 14, 2020

Dear Prospective Offeror,

SUBJECT: RFQ NO. PR9251247 WORKSHOP PARTS

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for a bus as per the attached specifications.

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

Your proposal **MUST** be submitted in two forms as follows:

1. **RFQ No. PR9251247 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. PR9251247 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: August 14, 2020

Bid Closing Date: August 28, 2020 10.00 a.m. East African time

The RFQ should be addressed to The Contracting Officer, American Embassy through NairobiGSO-bids@state.gov, with a copy to KibueEM@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 quotation 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 via NairobiGSO-bids@state.gov and KibueEM@state.gov, during regular business hours.

Sincerely,

Aisha O'Neal
Contracting Officer

QUOTATION INSTRUCTIONS – NO. PR9251247 WORKSHOP PARTS

Kindly provide us with a quotation via email to KibueEM@state.gov ; cc NairobiGSO-bids@state.gov, as per PR9262045 and line items referenced there in.

Start Date: August 14, 2020

Close date: August 28, 2020 at 1000hrs.

Separate Financial proposal from Technical proposal

For overseas vendors

Submit quote CIP Port of Mombasa with containerized shipping - House to Pier with clearance at Internal Container Depot (ICD), Nairobi

And

RO/RO cargo delivery from Port to Mombasa to Nairobi

DELIVERY TERMS FOR OVERSEAS VENDORS:

CIP Port of Mombasa, Kenya. Car carrier transport from Port of Mombasa to Nairobi, Kenya.

Final delivery to the Warehouse located on Kiambu Rd., Ridgeways, next to Wanderjoy Party World.

NOTE: US Embassy Nairobi payment terms are 30 days after delivery of product or service and submitting a proper invoice.

In case of any queries, please contact us via e-mails referenced above.

II. Delivery Location and Time

A. The Contractor shall deliver all ordered items to the **U.S Embassy Nairobi** between 7.30 a.m. and 3.30 p.m.

as follows;

Deliver C.I.P. destination to Port of Mombasa either;

With containerized shipping - House to Pier with clearance at Internal Container Depot (ICD), Nairobi.

and

Roll on/Roll Off (RO/RO) cargo delivery at Port of Mombasa with Car carrier transport from Port of Mombasa to Nairobi, Kenya.

Final delivery to the Warehouse located on Kiambu Rd., Ridgeways, next to Wanderjoy Party World.

For Local Vendors:

Direct delivery to the Warehouse located on Kiambu Rd., Ridgeways, next to Wanderjoy Party World