



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

August 2019

Dear Prospective Offeror,

**SUBJECT: REQUEST FOR QUOTATION PR8466555**

The Embassy of the United States of America, Nairobi, invites you to submit a proposal for **PR8466555**

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.

This should be submitted on or before **September 10<sup>th</sup>, 11:00AM Kenyan Time**.  
Addressed to:

**The Contracting Officer,  
America Embassy  
Email: [KamireGA@state.gov](mailto:KamireGA@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).**

Sincerely,

A handwritten signature in black ink, appearing to be a stylized 'J' followed by a long horizontal stroke.

**CONTRACTING OFFICER.**



## Requisition Number: PR8466555

Requisition Title: GSO-WAREHOUSE- ADMIN SUPPLIES - END YEAR

Purchase Request: PR8466555

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY NAIROBI

### Vendor:

NOVENDOR

UNITED STATES

### Ship To:

Department of State  
U.N. AVENUE GIGIRI; PO BOX 606,00621  
ATTN: GSO-WAREHOUSE - 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

### Deliver To:

GSO-WAREHOUSE

### 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	Universal Cork board with Oak style frame, ...  Universal Cork board with Oak style frame, 36x24", Natural oak-finished frame, UNV43603		each	10	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
2	Universal Business card binder pages, 20 ...  Universal Business card binder pages, 20 cards , letter, clear 10 pages/pack, UNV26820		package	60	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
3	Scotch Super glue liquid, precision ...  Scotch Super glue liquid, precision applicator, 0.14 oz, clear , Scotch ADH670		bottle	116	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
4 Soft Ivory fabric Chiavari Chair Cushions (BH...		each	80	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Soft Ivory fabric Chiavari Chair Cushions (BH-IVORY-GG) Ivory fabric upholstery, 1.75" thick padded cushion, width: 16"x12.5"						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
5 Universal Two-pocket portfolio, embossed ...		box	50	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal Two-pocket portfolio, embossed leather grain paper, dark blue, 25/box, UNV56638						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
6 Accounting books, 192 pages, green, size 5-1/...		each	240	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Accounting books, 192 pages, green, size 5-1/2"x8", LCI107649						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
7 Universal mini binder clips, steel wire, 1/4"...		dozen	240	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal mini binder clips, steel wire, 1/4" cap, 1/2" wide, black/silver, dozen, UNV10199						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
8 Uline Crystal clear tape, 1'x72 yards, 3" ...		roll	240	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Uline Crystal clear tape, 1'x72 yards, 3" core, 2306						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
9 Uline Crystal clear tape, 3/4'x36 yards, 1" ...		roll	140	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Uline Crystal clear tape, 3/4'x36 yards, 1" core, S-14581						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
10 Skilcraft Wall Calendar board, 12.25" height...		each	40	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Skilcraft Wall Calendar board, 12.25" height x 29.63" width - brown surface-chestnut						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
		roll	240	Thu, 31	\$0.00 USD	\$0.00 USD

Oct, 2019

Universal quite carton sealing tape, 2"x110 yards, 3" core, clear, UNV73000

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
12 Uline Strapping tape, 1"x60 yards, glass ...		roll	250	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD

Uline Strapping tape, 1"x60 yards, glass Filament reinforced tape, 4mil thick, part #S-5736

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
13 Universal large binder clips, steel wire, 1" ...		dozen	60	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD

Universal large binder clips, steel wire, 1" capacity, 2" wide, black/silver, dozen, UNV10220

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
14 Double wall corrugated boxes, 24x17x13 RSC ...		bundle	40	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD

Double wall corrugated boxes, 24x17x13 RSC 275 # (PSI) DW Kraft plain - 15/bundle

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
15 Double wall corrugated boxes, 16x16x16 RSC ...		bundle	20	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD

Double wall corrugated boxes, 16x16x16 RSC 400# (PSI) DW Kraft plain - 25/bundle

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
16 Uline strapping tape, 2"x60 yards, glass ...		roll	350	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD

Uline strapping tape, 2"x60 yards, glass filaments reinforce tape to give super strength, 4 mil thick, S-5737

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
17 Universal arrow page flags, "Sign Here" , ...		package	80	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD

Universal arrow page flags, "Sign Here" , yellow/red, 2 dispensers of 50 flags/pack, UNV99005

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
18 Universal Pressboard Classification folders, ...		each	400	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD

Universal Pressboard Classification folders, letter, six section, Red, 10/box, UNV10270

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
19 Universal General purpose masking tape, 2"x60...		roll	300	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal General purpose masking tape, 2"x60 yards, 3" core, UNV51302						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
20 Universal Rubber bands, size 32, 3x1/8 , 205 ...		bag	80	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal Rubber bands, size 32, 3x1/8 , 205 bands/1/4lb pack, UNV00432						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
21 White envelopes printed UNITED STATES OF ...		box	10	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
White envelopes printed UNITED STATES OF AMREICA, on top right corner, size 4 1/8 x 9 1/2, 500/box						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
22 Universal Standard self-stick Notes, 3x3, 4 ...		dozen	120	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal Standard self-stick Notes, 3x3, 4 pastel colors, 12 100-sheet pads/pack, UNV35669						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
23 Business source Interdepartmental Envelope - ...		box	20	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Business source Interdepartmental Envelope - 10" width x 13" length - 28 lb - string/button, 100/box , BSN42255						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
24 Universal write-on/erasable indexes, eight ...		set	50	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal write-on/erasable indexes, eight white tabs, letter, white, UNV20818						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
25 Transparent tapes, scotch #MMM600723PK 3PK		package	40	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Transparent tapes, scotch #MMM600723PK 3PK						

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

26	<b>Universal Binder clips small , UNV10210</b>	dozen	120	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
	Universal Binder clips small , UNV10210					

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
27	<b>Universal catalog envelopes side seam, size ...</b>	box	50	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
	Universal catalog envelopes side seam, size 6x9, light brown , 500/box					

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
28	<b>Universal two hole paper punch perforator, UNV7422</b>	each	40	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
	Universal two hole paper punch perforator, UNV7422					

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
29	<b>Easel stand, melamine double sided , ...</b>	each	15	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
	Easel stand, melamine double sided , white-black frame, size 28.5 " x 37.52 "					

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
30	<b>Easel pads, not ruled , plain white , UNV35600</b>	pad	80	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
	Easel pads, not ruled , plain white , UNV35600					

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
31	<b>Heavy duty Staplers, black graphite, UNV43048</b>	each	10	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
	Heavy duty Staplers, black graphite, UNV43048					

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
32	<b>Universal Self-Stick Note pads , assorted ...</b>	package	100	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
	Universal Self-Stick Note pads , assorted neon colors, 100 sheet, 12/pack, UNV35612					

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
33	<b>Universal Binder clips small, 12/box , UNV10200</b>	dozen	120	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
	Universal Binder clips small, 12/box , UNV10200					

Universal Binder clips small, 12/box , UNV10200

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
34 Universal Kraft file folders, straight cut , ...		box	20	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal Kraft file folders, straight cut , top tab, legal size , 100/box						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
35 Universal Recycled big pencil/pen cup, ...		each	60	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal Recycled big pencil/pen cup, plastic, 4-1/4" Diameter x 5-3/4" , black (8108)						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
36 United book press Green Accounting book, 192 ...		each	180	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
United book press Green Accounting book, 192 pages , size 10.50" x 8" , SKU:107651, MFG: 7530002223525						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
37 Universal Binder file 1/2", white , UNV20962CT		each	60	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal Binder file 1/2", white , UNV20962CT						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
38 Universal Economy 8 tab Dividers, white, ...		box	20	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal Economy 8 tab Dividers, white, letter, 24 sets/box, UNV20845						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
39 Dry Erase markers, bullet tip, 4Ct, assorted ...		package	20	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Dry Erase markers, bullet tip, 4Ct, assorted colors , UNV43680						

Item Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
40 Universal clear badge holders, size 2.25"x3.5...		package	50	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
Universal clear badge holders, size 2.25"x3.5" , UNV56006						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
41	Universal write-on erasable indexes , 5 tab,...		set	50	Thu, 31 Oct, 2019	\$0.00 USD	\$0.00 USD
	Universal write-on erasable indexes , 5 tab, letter size, 1 set, UNV20815						
<b>Total</b>							\$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 GSO Approvers		Thu, 18 Jul, 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**

•