



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

May 7th, 2020

Dear Prospective Vendor,

**SUBJECT: REQUEST FOR QUOTATION NUMBER PR9157977 - CMR PATIO
RENNOVATIONS**

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for Chief of Mission's Residence Patio Renovations as per attached scope of work.

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 attachments addressed to: To the Contracting Officer, American Embassy, through NairobiGSO-bids@state.gov. With a copy to otienoBP@state.gov; **on or before May 22nd, 2020 at 09:00AM.**

The subject heading should be as follows:

- 1. RFQ NO. PR9157977, PRICE PROPOSAL**
- 2. RFQ NO. PR9157977, TECHNICAL PROPOSAL**

Please note that Mandatory Site visits have been scheduled as follows: -

•**Wednesday 13th May 2020 starting 11:00am.**

•**Meeting Point: Chief of Mission Residence (CMR) off Kyuna road within Spring Valley.**

Send names and ID number of representatives for the site visit by 9AM Tuesday 12th May 2020.

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 otienoBP@state.gov during regular business hours

Sincerely,

Lance Posey
Contracting Officer