



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

Dear Prospective Offeror,

SUBJECT: RFQ NO. PR9265884 - GSO-WAREHOUSE-BED SHEETS-WELCOME KIT ADDITIONS

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. PR9265884 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. PR9265884 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 25, 2020

Bid Closing Date: SEPTEMBER 2, 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 **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 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 **KAMIREGA@state.gov**, during regular business hours.

Sincerely,

Aisha O'Neal
Contracting Officer

SENSITIVE BUT UNCLASSIFIED



Requisition Number: PR9265884

Requisition Title: GSO-WAREHOUSE-BED SHEETS-WELCOME KIT ADDITIONS

Purchase Request: PR9265884
 Request Type: Purchase Order
 Requesting Office: AMERICAN EMBASSY NAIROBI

Vendor:
 NOVENDOR
 UNITED STATES

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	

ICASS:

Number	ICASS Agency	Amount
1		\$0.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	Bed sheets, Queen flat , white, 50% cotton ...		dozen	10	Mon, 31 Aug, 2020	\$0.00 USD	\$0.00 USD

Bed sheets, Queen flat , white, 50% cotton and 50% polyester

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
2	Bed Sheets, Queen fitted, white, 50% cotton ...		dozen	10	Mon, 31 Aug, 2020	\$0.00 USD	\$0.00 USD

Bed Sheets, Queen fitted, white, 50% cotton and 50% polyester

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
3	Bed sheets, twin flat, white , 50% cotton and...		dozen	10	Mon, 31 Aug, 2020	\$0.00 USD	\$0.00 USD

Bed sheets, twin flat, white , 50% cotton and 50% polyester

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
4	Bed sheets, twin fitted, white, 50% cotton ...		dozen	10	Mon, 31 Aug, 2020	\$0.00 USD	\$0.00 USD
	Bed sheets, twin fitted, white, 50% cotton and 50% polyester						
Total							\$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	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

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