



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

August 5, 2020

Dear Prospective Offeror,

SUBJECT: RFQ NO. PR9287178 - GSO-WAREHOUSE- OFFICE ADMIN SUPPLIES

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. PR9287178 - GSO-WAREHOUSE- OFFICE ADMIN SUPPLIES 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. PR9287178 - GSO-WAREHOUSE- OFFICE ADMIN SUPPLIES 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 5, 2020

Bid Closing Date: August 17, 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: PR9287178

Requisition Title: GSO-WAREHOUSE- OFFICE ADMIN SUPPLIES

Purchase Request: PR9287178

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY NAIROBI

Issued on Wed, 15 Jul, 2020

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 | Accounting books, small green, 192 pages, ... | | each | 240 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| | Accounting books, small green, 192 pages, size 5-1/2"x 8", LC1107649 | | | | | | |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|---|-------------|------|-----|-------------------|------------|-----------------|
| 2 | Uline Crystal clear tapes, 1'x72 yards, 3" ... | | roll | 240 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| | Uline Crystal clear tapes, 1'x72 yards, 3" core, S-2306 | | | | | | |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|--|-------------|------|-----|-------------------|------------|-----------------|
| 3 | Skilcraft wall calendar boards, 12.25" height... | | each | 50 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| | Skilcraft wall calendar boards, 12.25" height x 29.63" width, brown surface-chestnut | | | | | | |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|--|-------------|------|-----|-------------------|------------|-----------------|
| 4 | Uline Strapping tapes, 2"x 60 yards, glass ... | | roll | 350 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| | Uline Strapping tapes, 2"x 60 yards, glass filament reinforced tape to give super strength, 4 ml thick, S-5737 | | | | | | |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|--|-------------|---------|-----|-------------------|------------|-----------------|
| 5 | Universal arrow page Flags, "Sign Here", ... | | package | 120 | Fri, 28 Aug, 2020 | \$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 |
|------|--|-------------|------|-----|-------------------|------------|-----------------|
| 6 | Universal Pressboard Classification Folders, ... | | each | 400 | Fri, 28 Aug, 2020 | \$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 |
|------|---|-------------|------|-----|-------------------|------------|-----------------|
| 7 | Universal General purpose masking tapes, 2"... | | roll | 300 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| | Universal General purpose masking tapes, 2"x60 yards, 3" core, UNV51302 | | | | | | |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|--|-------------|---------|-----|-------------------|------------|-----------------|
| 8 | Universal Rubber bands, size 32, 3x1/8, 205 ... | | package | 80 | Fri, 28 Aug, 2020 | \$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 |
|------|--|-------------|------|-----|-------------------|------------|-----------------|
| 9 | Envelopes white, printed UNITED STATES OF ... | | box | 10 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| | Envelopes white, printed UNITED STATES OF AMERICA, on top left corner, size 4 1/8x9 1/2, 500/box | | | | | | |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|---|-------------|-------|-----|-------------------|------------|-----------------|
| 10 | Universal standard Self-stick notes pads, 3x3... | | dozen | 120 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| | Universal standard Self-stick notes pads, 3x3, 4 pastel colors, 12 100 sheets pads/pack, UNV35669 | | | | | | |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|--|-------------|------|-----|-------------------|------------|-----------------|
| 11 | Business source Interdepartmental Envelopes, ... | | box | 20 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |

Aug, 2020

Business source Interdepartmental Envelopes, 10'widthx13" length - 28 lb - string/button, 100/bx, BSN42255

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|---|-------------|-------|-----|----------------------|------------|-----------------|
| 12 | Universal binder clips small, UNV10210 Universal binder clips small, UNV10210 | | dozen | 120 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|--|-------------|---------|-----|----------------------|------------|-----------------|
| 13 | Universal Self stick-notes pads, assorted ... Universal Self stick-notes pads, assorted neon colors, 100 sheets, 12/pack, UNV35612 | | package | 100 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|---|-------------|-------|-----|----------------------|------------|-----------------|
| 14 | Binder clips small, 12/box, UNV10200 Binder clips small, 12/box, UNV10200 | | dozen | 120 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|---|-------------|------|-----|----------------------|------------|-----------------|
| 15 | Universal Kraft File Folders, straight cut, ... Universal Kraft File Folders, straight cut, top tab, legal size , 100/box | | box | 20 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|--|-------------|------|-----|----------------------|------------|-----------------|
| 16 | United Boo press Green accounting books, 192 ... United Boo press Green accounting books, 192 pages, size 10.50" x 8", SKU:107651, mfg:7530002223525 | | each | 144 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|--|-------------|------|-----|----------------------|------------|-----------------|
| 17 | Universal binder file , white, size 1/2", ... Universal binder file , white, size 1/2", UNV20962CT | | each | 60 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|------|---|-------------|------|-----|----------------------|------------|-----------------|
| 18 | Universal binder file , white , size 1" Universal binder file , white , size 1" | | each | 60 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |

| Item Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|--|-------------|---------|-----|-------------------|------------|-----------------|
| 19 Dry Eraser markers, bullet tip, 4CT, assorted... | | package | 120 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| Dry Eraser markers, bullet tip, 4CT, assorted colors, UNV43680 | | | | | | |

| Item Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|--|-------------|---------|-----|-------------------|------------|-----------------|
| 20 Universal clear badge holders, size 2.25"x3.5... | | package | 50 | Fri, 28 Aug, 2020 | \$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 |
|---|-------------|------|-----|-------------------|------------|-----------------|
| 21 Uline Tape dispensers, single roll, 3/4", H-2588 | | each | 36 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| Uline Tape dispensers, single roll, 3/4", H-2588 | | | | | | |

| Item Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|--|-------------|---------|-----|-------------------|------------|-----------------|
| 22 Sharpie permanent markers, ultra fine point, ... | | package | 60 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| Sharpie permanent markers, ultra fine point, assorted colors , 12 pack | | | | | | |

| Item Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|---|-------------|------|-----|-------------------|------------|-----------------|
| 23 Wall clocks , round , black, 12 5/8" diameter... | | each | 36 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| Wall clocks , round , black, 12 5/8" diameter, UNV10431 | | | | | | |

| Item Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|--|-------------|------|-----|-------------------|------------|-----------------|
| 24 Desktop Calculators, 10 digital , solar, (... | | each | 60 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| Desktop Calculators, 10 digital , solar, (7420014844580) | | | | | | |

| Item Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|--|-------------|------|-----|-------------------|------------|-----------------|
| 25 Big tab insert-able paper file dividers, 8 ... | | set | 120 | Fri, 28 Aug, 2020 | \$0.00 USD | \$0.00 USD |
| Big tab insert-able paper file dividers, 8 tab, buff with assorted colors tabs | | | | | | |

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

26 Hanging File folders, legal size, colored, ... box 40 Fri, 28 \$0.00 USD \$0.00 USD
 Aug, 2020

Hanging File folders, legal size, colored, blue, red and yellow (81632) , box of 25

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 | Approved | Approver 1: Organizational Approver 1 | Nairobi GSO Approvers | | |
| 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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**QUOTATION INSTRUCTIONS – PR9287178 - GSO-WAREHOUSE-
OFFICE ADMIN SUPPLIES**

Kindly provide us with a quotation via email to KAMIREGA@state.gov ; cc NairobiGSO-bids@state.gov, as per PR9287178 and line items referenced there in.

Start Date: August 5, 2020

Close date: August 17, 2020 at 1000hrs.

Separate Financial proposal from Technical proposal

DELIVERY TERMS FOR VENDORS:

IKUN OR GSO WAREHOUSE NAIROBI