QUOTATION INSTRUCTIONS

Kindly provide us with a quotation via email to **OchiengEP@state.gov** cc to **NairobiGSO-bids@ state.gov** as **PR9245002: RMO Color Photocopy Machine.**

OPENING DATE – 30th July 2020

CLOSING DATE – 9th August July 2020

Note:-

- ***Bulk tray is not required for the copier.***

o US Embassy payment terms are 30 days after delivery of product or service.

o All taxable supplies (goods and services) to the United States Embassy in Kenya are exempt from Value Added Tax. See the VAT Act, 2013, 2nd Schedule, Part B 'Zero Rated Supplies to Public Bodies, Privileged Persons and Ins4tu4ons', para (3). Vendors are therefore required to present invoices without a tax element, i.e., indicate 0% VAT on all invoices. The Purchase Orders or Contracts issued by the United States Embassy will serve as the basis for the Zero Ra4ng when vendors are accoun4ng for VAT with the Kenya Revenue Authority o Address all queries and request for clarifica4ons on the same email address.