

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 – 7th July 2020

CLOSING DATE – 21st July 2020

Note:-

- ***Finisher is not required for the copier.***
- US Embassy payment terms are 30 days after delivery of product or service.
- 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 Institutions', 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 Rating when vendors are accounting for VAT with the Kenya Revenue Authority
- Address all queries and request for clarifications on the same email address.