



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

June 17, 2019

Dear Prospective Offeror,

SUBJECT: REQUEST FOR QUOTATION PR8355841:

The Embassy of the United States of America, Nairobi, invites you to submit a proposal for Copier Nashuatec Aficio™MP 4002AD or equivalent.

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 proposals as follows;

1. RFQ No. **PR8355841 FINANCIAL PROPOSAL:** This entails the price quotation indicating unit and total prices before VAT (*Must have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number*).
2. RFQ No. **PR8355841 TECHNICAL PROPOSAL** (*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)

Start Date: 17th June 2019

Closing Date: 20th June 2019 10.00 am East African time.

Addressed to

**The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov
With a copy to KangiriJW@state.gov**

Provide prove of having done a similar job

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.

A handwritten signature in black ink, appearing to read 'Lance Posey', with a long horizontal flourish extending to the right.

Lance Posey
Contracting Officer

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER PR8355841		PAGE 1 OF 1	
2. CONTRACT NO. TBA		3. AWARD/EFFECTIVE DATE: TBA		4. ORDER NUMBER TBA		5. SOLICITATION NUMBER PR8355841	
6. SOLICITATION ISSUE DATE June 17th, 2019		7. FOR SOLICITATION INFORMATION CALL a. NAME Julia Kangiri		b. TELEPHONE NUMBER (No collect calls) 0203636000		8. OFFER DUE DATE/ LOCAL TIME June 20th, 2019 at 10:00 Kenyan Time	
9. ISSUED BY GSO/Procurement Office U.S Embassy, P.O Box 606-00621, Village Market Nairobi				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING	
15. DELIVER TO U.S. Embassy GSO Procurement – Nairobi, Kenya				16. ADMINISTERED BY U.S. Embassy Nairobi, Kenya			
17a. CONTRACTOR/OFFEROR				18a. PAYMENT WILL BE MADE BY U.S. Embassy Financial Management Center Nairobi, Kenya			
TELEPHONE NO. <input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT		
1	Copier -Nashuatec Aficio™MP 4002AD or equivalent. Can copy, scan, and print. Collate copies, rapid copier speed. Black and White only	1		See attached PR			
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-3. FAR 52.212-4 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.						<input type="checkbox"/> 29. AWARD OF CONTRACT: YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or Print)		31c. DATE SIGNED	
				Lance Posey			