



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

January 2, 2020

Dear Prospective Offeror,

SUBJECT: REQUEST FOR QUOTATION PR8908318

The Embassy of the United States of America, Nairobi, invites you to submit a proposal for **RACKABLE PALLETS MODEL NO. H- 1212**.

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. **PR8908318 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. **PR8908318 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: January 2nd 2020

End Date: January 13th 2020

This should be submitted on or before **January 13th 2020 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**

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.

Direct any questions regarding this solicitation to the **Contracting Officer, Nairobi** NairobiGSO-bids@state.gov and KangiriJW@state.gov during regular business hours

Sincerely,

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 PR8908318	PAGE 1 OF 52	
2. CONTRACT NO. TBA	3. AWARD/EFFECTIVE TBD	4. ORDER NUMBER TBA	5. SOLICITATION NUMBER PR8908318	6. SOLICITATION ISSUE DATE January 2nd 2020		
7. FOR SOLICITATION INFORMATION CALL	a. NAME Julia Kangiri		b. TELEPHONE NUMBER(No collect calls) 0203636000	8. OFFER DUE DATE/ LOCAL TIME January 13th 2020 at 10.00am East African Time		
9. ISSUED BY GSO/Procurement Office U.S Embassy, P.O Box 606-00621, Village Market Nairobi		CODE	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	12. DISCOUNT TERMS	
15. DELIVER TO U.S. Embassy GSO Procurement – Nairobi, Kenya		CODE	16. ADMINISTERED BY U.S. Embassy Warehouse Nairobi, Kenya		CODE	
17a. CONTRACTOR/ OFFEROR	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY U.S. Embassy Financial Management Center Nairobi, Kenya		CODE	
<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	RACKABLE PALLETS MODEL NO. H- 1212 Size: (L X W) 48 X 40 Color; Blue Floor weight capacity:30,000 lbs Fork weight capacity: 5000 Rack weight capacity: 2000 Part No. Manufacturer: 2810000350 Mfr Part #: H-1212BLU ULINE		120		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				



Requisition Number: PR8908318
Requisition Title: NEW ICASS GSO WAREHOUSE: RACKABLE PALLETS

Purchase Request: PR8908318
Request Type: Requisition
Requesting Office: AMERICAN EMBASSY NAIROBI
 Issued on Mon, 30 Dec, 2019
 Created on Mon, 30 Dec, 2019 by P

Vendor:
 NOVENDOR
 UNITED STATES

Ship To:
 Department of State
 U.N. AVENUE GIGIRI; PO BOX 606,00621
 ATTN: GSO-WAREHOUSE - 1901.0
 NAIROBI
 KENYA

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	RACKABLE PALLETS MODEL NO. H- 1212 ... RACKABLE PALLETS MODEL NO. H- 1212 RACKABLE PALLETS MODEL NO. H- 1212* RACKABLE PALLETS MODEL NO. H- 1212* Size: (L X W) 48 X 40 Color: Blue Floor weight capacity:30,000 lbs Fork weight capacity: 5000 Rack weight capacity: 2000 Part No. Manufacturer: 2810000350 Mfr Part #: H-1212BLU ULINE		each	120	Wed, 29 Jan, 2020	\$0.00 USD	\$0.00 USD

Bill To:
 Department of State
 U.N. AVENUE GIGIRI; PO BOX 606,00621
 ATTN: US EMBASSY FMC - 1901.0
 NAIROBI
 KENYA

Funding:

Type	Percentage	Amount(Local Currency)	Amount(USD)	Details
Commodity Accounting Line	100%	\$0.00 USD	\$0.00 USD	

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		Mon, 30 Dec, 2019
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

- The pallets are for use to stack items on the shelves at the new warehouse. Currently we are using the wooden pallets at the go down and because of safety we are in process of discontinuing the use of wooden pallets at the warehouse and that is why we are ordering new plastic pallets.