



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

Dear Prospective Offeror,

**SUBJECT: RFQ.NO. PR9614123 GENERATOR REPAIR PARTS**

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for **Generator Repair Parts** 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. PR9614123 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. PR9614123 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: December 11, 2020.**

**Bid Closing Date: December 28, 2020 10:00am East African time.**

The RFQ should be addressed to The Contracting Officer, America Embassy through; **NairobiGSO-bids@state.gov**, with a copy to **kiroriNM@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](http://www.dnb.com) and SAM/CCR [www.sam.gov](http://www.sam.gov).

Direct any questions regarding this solicitation to the **Contracting Officer, Nairobi** via [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov) and **kiroriNM@state.gov**, during regular business hours.

Sincerely,

=SIGNED=

**Aisha O'Neal**  
**Contracting Officer**