



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

June 27, 2019

Dear Prospective Offeror,

SUBJECT: RFQ.NO. PR8273925 – SUPPLY OF VIDEO CONFERENCING UNIT.

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for Supply of a Video Conferencing Unit based on the provided Scope of work/ Technical 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 its part.

Your proposal **MUST** be submitted in two forms as follows;

1. **RFQ No. PR8273925 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. PR8273925 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: June 27st, 2019.

Bid Closing Date: July 12th, 2019 2.00PM East African time.

The RFQ should be addressed to The Contracting Officer, America Embassy through;
NairobiGSO-bids@state.gov, with a copy to **NandieJJ@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 and SAM/CCR www.sam.gov.

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

Sincerely,


Lance Posey
Contracting Officer

SCOPE OF WORK / TECHNICAL SPECIFICATION

CDC Nairobi- SOW – Video Conference Unit – Asembo Conference Room Western Kenya (Kisian)

CDC would like to procure a complete Video Conferencing unit for use at CDC Offices in Kisumu at the KEMRI Campus Complex, Kisian. The technical specifications are provided below.

Requirements:	Vendor Response
Cisco Telepresence SX 20 or its replacement	
All accessories including:	
Camera	
Microphone	
Remote control unit (standard)	
Remote control - Touch Panel control unit	
Multisite license (at least 4 sites)	
Allow for projection of presentations between connected sites	
Standard warranty Important Note: Please work with CDC ICT team to have the unit registered on their Cisco Account for warranty support and firmware upgrades	



Requisition Number: PR8273925

Requisition Title: PR8273925-CDC Urgent Replacement of VC unit- Asembo WK

Purchase Request: PR8273925

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY NAIROBI

Issued on Wed, 08 May, 2019

Created on Wed, 08 May, 2019 by Caroline A. Oulu

Vendor:

NOVENDOR

UNITED STATES

Ship To:

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

Bill To:

Department of State
8900 NAIROBI PLACE
ATTN: FMC
WASHINGTON, DC 20521-8900
UNITED STATES

Funding:

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

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
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1	Procurement request for Video Conference Unit...		each	1	Wed, 31 Jul, 2019	\$0.00 USD	\$0.00 USD
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Procurement request for Video Conference Unit Replacement in Asembo Conference Room Western Kenya (Kisian) which is currently faulty.

Attached: Technical specifications

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
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2	Requirements: *Cisco Telepresence SX 20 or ...		each	1	Wed, 31 Jul, 2019	\$0.00 USD	\$0.00 USD
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Requirements:
*Cisco Telepresence SX 20 or its replacement

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
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3	All accessories including:		each	1	Wed, 31 Jul, 2019	\$0.00 USD	\$0.00 USD
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*Camera
*...

All accessories including:

- *Camera
- *Microphone
- *Remote control unit (standard)
- *Remote control - Touch Panel control unit
- *Multisite license (at least 4 sites)

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
4	Allow for projection of presentations between...		each	1	Wed, 31 Jul, 2019	\$0.00 USD	\$0.00 USD
Allow for projection of presentations between connected sites							

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
5	Standard warranty		each	1	Wed, 31 Jul, 2019	\$0.00 USD	\$0.00 USD
Important Note:							
...							
Standard warranty							
Important Note:							
Please work with CDC ICT team to have the unit registered on their Cisco Account for warranty support and firmware upgrades							

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	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

- Caroline A. Oulu, 05/08/2019:
CAN 993905Q0542 (Caroline A. Oulu, Wed, 08 May, 2019)

Requisition Attachments

- ATTACHMENT by **Caroline A. Oulu** on Wednesday, May 8, 2019 at 4:08 PM
20190221-SOW-VC-WK-Asembo.docx (14976 bytes)

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER

PAGE 1 OF 33

2. CONTRACT NO.

3. AWARD/EFFECTIVE DATE

4. ORDER NUMBER

5. SOLICITATION NUMBER
PR8313175

6. SOLICITATION ISSUE DATE
JUNE, 27 /2019

7. FOR SOLICITATION INFORMATION CALL: 

a. NAME
LANCE L POSEY

b. TELEPHONE NUMBER(No collect calls)
254-3636084

8. OFFER DUE DATE/ LOCAL TIME
JULY 12TH, 2019 /4PM

9. ISSUED BY

CODE **KE500**

AMERICAN EMBASSY NAIROBI
U.N AVENUE GIGIRI
P.O BOX 606,00621
ATT: GSO PROCUREMENT
NAIROBI KENYA

10. THIS ACQUISITION IS

SMALL BUSINESS

HUBZONE SMALL BUSINESS

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

UNRESTRICTED

WOMEN-OWNED SMALL BUSINESS

(WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS:

EDWOSB

8 (A)

SET ASIDE: ___ % FOR:

SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION

RFQ IFB RFP

15. DELIVER TO

CODE

AMERICAN EMBASSY NAIROBI
U.N AVENUE GIGIRI GSO
NAIROBI KENYA

16. ADMINISTERED BY

CODE

AMERICAN EMBASSY NAIROBI
U.N AVENUE GIGIRI, P.O BOX 606,00621
ATT:GSO PROCUREMENT NAIROBI, KENYA

17a. CONTRACTOR/OFFERER

CODE

FACILITY CODE

TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY

CODE

AMERICAN EMBASSY NAIROBI
U.N AVENUE GIGIRI, P.O BOX 606,00621,
NAIROBI, KENYA
ATT: FINANCIAL MANAGEMENT OFFICE

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 SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>REQUEST FOR QUOTATION FOR ASSORTED IT SUPPLIES (RFQ. PR8313175)</p> <p>BASED ON THE PROVIDED SCOPE OF WORK.</p> <p><i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i></p>	See attached scope			

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 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.

29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ 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 L POSEY