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

July 5th, 2019

Dear Prospective Vendor,

SUBJECT: REQUEST FOR QUOTATION NUMBER PR8399376 - OFFICE INTERNAL WALL PARTITIONING

The Embassy of the United States of America, Nairobi, invites you to submit a request for quotation office internal wall partitioning as per attached scope of work.

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 separate attachments addressed to: To the Contracting Officer, American Embassy, through NairobiGSO-bids@state.gov With a copy to otienoBP@state.gov; **on or before July 22nd, 2019 at 09:00AM**.

The subject heading should be as follows:

1. ***RFQ NO. PR8399376, PRICE PROPOSAL***
2. ***RFQ NO. PR8399376, TECHNICAL PROPOSAL***

Please note that Mandatory Site visits have been scheduled as follows:-

- ***Thursday 11th July 2019 starting 11:00am.***
- ***Meeting Point:*** *U.S Embassy Main Gate*

Send names and ID number of representatives for the site visit by 1600HRS Tuesday 9th July 2019.

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 otienoBP@state.gov during regular business hours

Sincerely,

Lance Posey
Contracting Officer