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

August 30th, 2019

Dear Prospective Vendor,

SUBJECT: REQUEST FOR QUOTATION NUMBER PR8441357: MAIN ENTRANCE SLIDING GATE REPAIR

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for sliding gate repair 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 September 15TH, 2019 at 09:00AM**.
The subject heading should be as follows:

1. ***RFQ NO. PR8441357, PRICE PROPOSAL***
2. ***RFQ NO. PR8441357, TECHNICAL PROPOSAL***

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

- ***Thursday 5th September 2019 starting 10:00am.***
- ***Meeting Point:*** *Main Embassy Gate-Un Avenue*

Send names and ID number of representatives for the site visit by 10AM Tuesday 3rd September 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

SOLICITATION, OFFER, AND AWARD *(Construction, Alteration, or Repair)*	1. SOLICITATION NUMBER PR8441357	2. TYPE OF SOLICITATION ☐ SEALED BID *(IFB)* ☐ NEGOTIATED *(RFP)*	3. DATE ISSUED 8/30/2019	PAGE 1 OF PAGES 1 of 45

IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.

4. CONTRACT NUMBER	5. REQUISITION/PURCHASE REQUEST NUMBER PR PR8441357	6. PROJECT NUMBER

7. ISSUED BY CODE KE500	8. ADDRESS OFFER TO
AMERICAN EMBASSY NAIROBI U.N. AVENUE GIGIRI; PO BOX 606,00621, ATTN: GSO-PROCUREMENT - 1901.0 NAIROBI KENYA	CONTRACTING OFFICER

9. FOR INFORMATION CALL:	a. NAME Billy Paul Otieno	b. TELEPHONE NUMBER *(Include area code) (NO COLLECT CALLS)* 0203636404

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid and "bidder".

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS *(Title, identifying number, date)*

MAIN ENTRANCE SLIDING GATE REPAIR

11. The contractor shall begin performance within 5 calendar days and complete it within 30 calendar days after receiving ☒ award, ☐ notice to proceed. This performance period is ☐ mandatory ☒ negotiable. ***(See_____).***

12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? *(If "YES," indicate within how many calendar days after award in Item 12B.)* ☐ YES ☐ NO	12B. CALENDAR DAYS

13. ADDITIONAL SOLICITATION REQUIREMENTS:

a. Sealed offers in original and Email copies to perform the work required are due at the place specified in Item 8 by ***09:00AM*** local time September 15TH, 2019 at If this is a sealed bid solicitation, offers will be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.

b. An offer guarantee ☐ is, ☒ is not required.

c. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.

d. Offers providing less than 30 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

Unclassified

OFFER *(Must be fully completed by offeror)*

14. NAME AND ADDRESS OF OFFEROR *(Include ZIP Code)*	15. TELEPHONE NUMBER *(Include area code)*
	16. REMITTANCE ADDRESS *(Include only if different than Item 14.)*
CODE FACILITY CODE	

17. The offeror agrees to perform the work required at the prices specified below in strict accordance with the terms of this solicitation, if this offer is accepted by the Government in writing within_____calendar days after the date offers are due. *(Insert any number equal to or greater than the minimum requirement stated in Item 13d. Failure to insert any number means the offeror accepts the minimum in Item 13d.)*

AMOUNTS ▶

18. The offeror agrees to furnish any required performance and payment bonds.

19. ACKNOWLEDGMENT OF AMENDMENTS

(The offeror acknowledges receipt of amendments to the solicitation -- give number and date of each)

AMENDMENT NUMBER										
DATE.										

20a. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER *(Type or print)*	20b. SIGNATURE	20c. OFFER DATE

AWARD *(To be completed by Government)*

21. ITEMS ACCEPTED:

22. AMOUNT	23. ACCOUNTING AND APPROPRIATION DATA

24. SUBMIT INVOICES TO ADDRESS SHOWN IN *(4 copies unless otherwise specified)* ▶	ITEM	25. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO ☐ 10 U.S.C. 2304(c)( ) ☐ 41 U.S.C. 253(c)( )
26. ADMINISTERED BY CODE		27. PAYMENT WILL BE MADE BY Nairobi FMC NairobiPayables@state.gov

CONTRACTING OFFICER WILL COMPLETE ITEM 28 OR 29 AS APPLICABLE

☐ 28. NEGOTIATED AGREEMENT *(Contractor is required to sign this document and return copies to issuing office.)* Contractor agrees to furnish and deliver all items or perform all work, requisitions identified on this form and any continuation sheets for the consideration slated in this contract. The rights and obligations of the parties to this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) the clauses, representations, certifications, and specifications or incorporated by reference in or attached to this contract.	☐ 29. AWARD *(Contractor is not required to sign this document.)* Your offer on this solicitation is hereby accepted as to the items listed. This award consummates the contract, which consists of (a) the Government solicitation and your offer, and (b) this contract award. No further contractual document is necessary.
30A. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN *(Type or print)*	31A. NAME OF CONTRACTING OFFICER *(Type or print)*

30B. SIGNATURE	30C. DATE	31B. UNITED STATES OF AMERICA, BY	31C. AWARD DATE