



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

November 19, 2019

Dear Prospective Offeror,

**SUBJECT: RFQ PR8793385 Gardening Contract for US Mission in Kisumu
Jan1-Dec31'2020**

The Embassy of the United States of America, Nairobi, invites you to submit a proposal for providing gardening services at the property owned and or leased by the U.S. Mission in Kisumu. The contractor shall perform gardening services in designated areas between January 1, 2020 to December 31, 2020 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.

A Mandatory site visit is scheduled for **Wednesday, 27th November 2019 at Nyanza Court Next to Sovereign Hotel –Kisumu starting 10.00am.**

Confirm attending the site visit by sending your representatives names and Identity number on or before 9am Monday 25th November 2019.

Price and technical proposal should be submitted on or before 10.00am, **December 3rd 2019 addressed to:**

**The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov
With a copy to otienoBP@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 otienoBP@state.gov during regular business hours

Sincerely,


Lance Posey
Contracting Officer