



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

April 20th, 2020

Dear Prospective Offeror,

**SUBJECT: RFQ.NO. PR9139156 - ODP ICT EQUIPMENT.**

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for supply of ODP ICT Equipment based on the provided scope of work.

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. PR9139156 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. PR9139156 TECHNICAL PROPOSAL:** This entails **detailed scope of work for the proposed equipment, in view of the Scope 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).

**Start Date: April 20th, 2020.**

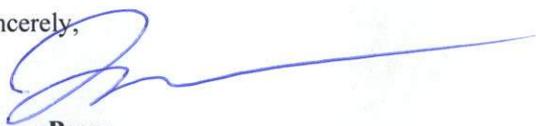
**Closing Date: May 5th, 2020 2.00PM East African time.**

The RFQ should be addressed to The Contracting Officer, America Embassy via [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov), with a copy to [NandieJJ@state.gov](mailto: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 vendors 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).

Any questions regarding this solicitation should be directed to the **Contracting Officer, Nairobi** via [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov) and [NandieJJ@state.gov](mailto:NandieJJ@state.gov), during regular business hours.

Sincerely,

  
**Lance Posey**  
**Contracting Officer**



# Requisition Number: 9139156

Requisition Title: 9139156 INL KENYA- ODP ICT Equipment

Purchase Request: PR9139156

Request Type: Purchase Order

Requesting Office: AMERICAN EMBASSY NAIROBI

Issued on Mon, 13 Apr, 2020

Created on Mon, 13 Apr, 2020 by Harald M Olsen

## 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  
2401 E. STREET NW; SUITE H324  
NAVY HILL SOUTH  
WASHINGTON, DC 20037  
UNITED STATES  
Phone: USA202-663-1762

## 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
1	<b>Projector.</b> <b>Projection System: 3LCD, 3-chip ...</b>  Projector. Projection System: 3LCD, 3-chip technology Native Resolution: 1280 x 800 (WXGA) Color Brightness: 3500 lumens1 White Brightness: 3500 lumens1		each	3	Wed, 13 May, 2020	\$0.00 USD	\$0.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
2	<b>Projector Screen</b> <b>• Screen Size: 100" BY ...</b>  Projector Screen • Screen Size: 100" BY 100" • Viewable Screen Area: 100" x 100" • Manual Pull Up • 160° Viewing Angle • White Casing		each	1	Wed, 13 May, 2020	\$0.00 USD	\$0.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
3	<b>Color Photocopier</b> <b>• Print scan copy and</b>		each	19	Wed, 13 May 2020	\$0.00 USD	\$0.00 USD

- Color Photocopier
  - Print, scan, copy, and fax
  - Color scan up to 160 items per minute. Duplex
  - 35 Pages per minute in both color and B&W
  - 4gb Ram 320gb Hard Drive
  - Mobile compatibility
- INCLUDES SERVICE CONTRACT PLAN  
THREE YEAR WARRANTY

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
4	<b>Desktop Computer+monitor Processor - i7 ...</b>  Desktop Computer+monitor Processor - i7 3.0ghz Ram - 8gb SSD - 1 TB Monitor Display - 20" OS- windows 10 MS Office software suite included		each	26	Wed, 13 May, 2020	\$0.00 USD	\$0.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
5	<b>Ethernet (network) scanner</b> • Scan at speeds...		each	12	Wed, 13 May, 2020	\$0.00 USD	\$0.00 USD
	Ethernet (network) scanner • Scan at speeds up to 35ppm/70ipm (one-pass duplex) • Scan up to A4 • Scan from 27gsm to 413gsm • Wi-Fi, Wi-Fi Access Point and NFC • Ethernet (Optional Network Interface Unit required) •						

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**Total**      \$0.00 USD

**PR9139156: 9139156 INL KENYA- ODP ICT EQUIPMENT SCOPE OF WORK**

#	ITEM	QUANTITY
1	<p>Projector.</p> <ul style="list-style-type: none"> <li>Projection System: 3LCD, 3-chip technology</li> <li>Native Resolution: 1280 x 800 (WXGA)</li> <li>Color Brightness: 3500 lumens1</li> <li>White Brightness: 3500 lumens1</li> </ul>	3
2	<p>Projector Screen</p> <ul style="list-style-type: none"> <li>• Screen Size: 100" BY 100"</li> <li>• Viewable Screen Area: 100" x 100"</li> <li>• Manual Pull Up</li> <li>• 160° Viewing Angle</li> <li>• White Casing</li> </ul>	1
3	<p>Color Photocopier</p> <ul style="list-style-type: none"> <li>• Print, scan, copy, and fax</li> <li>• Color scan up to 160 items per minute. Duplex</li> <li>• 35 Pages per minute in both color and B&amp;W</li> <li>• 4gb Ram 320gb Hard Drive</li> <li>• Mobile compatibility</li> </ul> <p>INCLUDES SERVICE CONTRACT PLAN THREE YEAR WARRANTY</p>	19
4	<p>Desktop Computer+monitor</p> <ul style="list-style-type: none"> <li>Processor – i7 3.0ghz</li> <li>Ram – 8gb</li> <li>SSD – 1 TB</li> <li>Monitor Display – 20”</li> <li>OS- windows 10</li> <li>MS Office software suite included</li> </ul>	26
5	<p>Ethernet (network) scanner</p> <ul style="list-style-type: none"> <li>• Scan at speeds up to 35ppm/70ipm (one-pass duplex)</li> <li>• Scan up to A4</li> <li>• Scan from 27gsm to 413gsm</li> <li>• Wi-Fi, Wi-Fi Access Point and NFC</li> <li>• Ethernet (Optional Network Interface Unit required)</li> </ul>	12

<p><b>SHIP TO ADDRESS:</b></p> <p>DEPARTMENT OF STATE</p> <p>2801 ROUTE 130 UNIT 1</p> <p>ATTN: IKUN, LLC</p> <p>NORTH BRUNSWICK, NJ 08902, UNITED STATES</p> <p>PHONE: USA (571) 482-5289</p>	<p><b>FOR LOCAL / DOOR TO DOOR VENDORS:</b></p> <p>SHIP TO ADDRESS:</p> <p>DEPARTMENT OF STATE</p> <p>U.N. AVENUE GIGIRI; PO BOX 606,00621</p> <p>ATTN: GSO-WAREHOUSE - 1901.0</p> <p>NAIROBI, KENYA, KIAMBU ROAD, NEXT TO WANDOR JOY</p>
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<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER	PAGE 1 OF 33
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER <b>PR9139156</b>	6. SOLICITATION ISSUE DATE <b>APRIL 20<sup>TH</sup>, 2020</b>	
<b>7. FOR SOLICITATION INFORMATION CALL:</b>		a. NAME <b>LANCE L POSEY</b>	b. TELEPHONE NUMBER (No collect calls) <b>254-363-6075</b>	8. OFFER DUE DATE/ LOCAL TIME <b>MAY 5<sup>TH</sup>, 2020 /2PM</b>	
9. ISSUED BY <b>AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI P.O BOX 606,00621 ATT: GSO PROCUREMENT NAIROBI KENYA</b>		CODE <b>KE500</b>	10. THIS ACQUISITION IS <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8 (A) SIZE STANDARD:		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO <b>AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI GSO NAIROBI KENYA</b>		16. ADMINISTERED BY <b>AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI, P.O BOX 606,00621 ATT: GSO PROCUREMENT NAIROBI, KENYA</b>		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
17a. CONTRACTOR/OFFERER  TELEPHONE NO.	CODE <input type="text"/> FACILITY CODE <input type="text"/>	18a. PAYMENT WILL BE MADE BY <b>AMERICAN EMBASSY NAIROBI U.N AVENUE GIGIRI, P.O BOX 606,00621, NAIROBI, KENYA ATT: FINANCIAL MANAGEMENT OFFICE</b>			
<input type="checkbox"/> 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 <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
	<b>REQUEST FOR QUOTATION FOR ICT EQUIPMENT (RFQ. NO. PR9139156) ATTACHED</b>		See attached scope	....	
					24. AMOUNT
(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA				<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> 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.			<input type="checkbox"/> 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) <b>LANCE L POSEY</b>	31c. DATE SIGNED		