



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

June 25, 2020

Dear Prospective Offeror,

**SUBJECT: REQUEST FOR QUOTATION NUMBER PR9224842**

The Embassy of the United States of America, Nairobi, invites you to submit a request for proposal for the **rental of one (1) Sports Utility Vehicle (SUV) with a driver basis.**

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.

This should be submitted on or before **July 09 2020**. Addressed to

**The Contracting Officer, America Embassy through [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov)  
With a copy to [Nambubilo@state.gov](mailto:Nambubilo@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](http://www.dnb.com) and SAM/CCR [www.sam.gov](http://www.sam.gov).

US Embassy Nairobi payment terms are 30 days after delivery of product or service and submission of a proper invoice.

Direct any questions regarding this solicitation to the **Contracting Officer, Nairobi** [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov) and [nambubilo@state.gov](mailto:nambubilo@state.gov) during regular business hours

Sincerely,

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



## Requisition Number: PR9224842

Requisition Title: DHS/ICE/HSI - Car Rental for VSP TDY

Purchase Request: PR9224842

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY NAIROBI

Issued on Tue, 16 Jun, 2020

Created on Tue, 16 Jun, 2020 by Justin K. Bartenge

### Vendor:

NOVENDOR

UNITED STATES

### Ship To:

Department of State  
DHS/IMMIGRATION&CUSTOM ENFORCEMENT  
ATTN: DHS/ICE - 7020.0  
NAIROBI  
KENYA

### Deliver To:

DHS/ICE

### Funding:

### Bill To:

Department of State  
U.N. AVENUE GIGIRI; PO BOX 606,00621  
ATTN: US EMBASSY FMC - 1901.0  
NAIROBI  
KENYA

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	The contract period shall be from September 1...		each	1	Thu, 16 Jul, 2020	\$0.00 USD	\$0.00 USD

The contract period shall be from September 1, 2020 through August 31, 2021 with an option to extend service 4 years beyond that not to exceed 5 years.

The contracted agency shall provide service by a primary driver, with no more than one alternate, who is on call and available to provide driving services 24 hours a day, 7 days a week, to include holidays.

The contracted agency shall provide a vehicle that is a 7 seat 4x4 vehicle in excellent serviceable condition that is no more than 5 years old.

The contracted agency and driver shall have a minimum of 7 years of experience working with foreign diplomatic missions on a regular basis, to include dealing with sensitive circumstances, ability to adhere to the highest standards of confidentiality, dealing with law enforcement personnel, and routine transportation of government personnel from foreign missions who are unfamiliar with Kenya.

The contracted agency and driver must possess all necessary certifications and license to operate as a bona fide business in Kenya and Nairobi, be insured, and have ample experience in providing driving services to foreign diplomatic missions and to law enforcement personnel. The contracted agency and driver shall also possess the necessary clearances from the various government agencies in the Kenyan government to access their facilities as needed by this contract.

The contracted agency must provide drivers who are completely fluent in the English language, as well as Kiswahili and adept at dealing with security and law enforcement procedures. The drivers must be completely trustworthy and able to pass a stringent vetting and background check process to ensure strict confidentiality in services that will be provided. The drivers shall be of impeccable moral character, must have no criminal convictions and have the highest personal integrity and moral standards to include abstinence of drug use and abuse of alcoholic beverages.

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
2	Contract to include provision of fuel at a ...  Contract to include provision of fuel at a rate of Ksh.80,000 a month		each	1	Thu, 16 Jul, 2020	\$0.00 USD	\$0.00 USD
3	Contract to include provision of driver as ...  Contract to include provision of driver as per above conditions		each	1	Thu, 16 Jul, 2020	\$0.00 USD	\$0.00 USD
<b>Total</b>							\$0.00 USD

**Status: Submitted**

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Required	Approved	Supervisor must approve	John E. Brown III.	John E. Brown III.	Wed, 17 Jun, 2020
Not Required	Ready	Approver 6: Watcher - Optional Approver	Nairobi Watcher Group		
Required	Approved	Approver 1: Organizational Approver 1	Nairobi DHS ICE Approvers	John E. Brown III.	Wed, 17 Jun, 2020
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**

- Justin K. Bartenge, 06/16/2020:  
See attached funding cable. (Justin K. Bartenge, Tue, 16 Jun, 2020)

**Requisition Attachments**

- ATTACHMENT by Justin K. Bartenge on Tuesday, June 16, 2020 at 10:28 AM  
VSP Funding cable 2020.docx (29577 bytes)

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER <b>PR9224842</b>	PAGE 1 OF 52
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE June 25 2020	
7. FOR SOLICITATION INFORMATION CALL	a. NAME Lance Posey		b. TELEPHONE NUMBER(No collect calls)	8. OFFER DUE DATE/ LOCAL TIME July 09 2020	
9. ISSUED BY GSO/Procurement Office U.S Embassy, P.O Box 606-00621, Village Market Nairobi		CODE	10. THIS ACQUISITION IS X UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS  <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A)  NAICS: SIZE STD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING	12. DISCOUNT TERMS
15. DELIVER TO U.S. Embassy GSO Procurement – Nairobi, Kenya		CODE	16. ADMINISTERED BY U.S. Embassy IRM Nairobi, Kenya		CODE
17a. CONTRACTOR/OFFEROR	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY U.S. Embassy Financial Management Center Nairobi, Kenya		CODE
TELEPHONE NO.			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1	HIRE OF SUV WITH A DRIVER BASIS FOR A PRIOD OF ONE YEARS WITH 4 OPTIONS (TOTAL 5 YEARS)  DETAILS ATTACHED ON THE PR  (Use Reverse and/or Attach Additional Sheets as Necessary)	1	SQM	See Section 1 The Schedule	
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, 52.212-3. FAR 52.212-4 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ 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: 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 Posey		