



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

July 24th, 2020

Dear Prospective Vendor,

SUBJECT: REQUEST FOR QUOTATION NUMBER PR9271294 - WOODEN SURFACES RESTORATION

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for wooden surface restoration 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 August 10th, 2020 at 09:00AM.** The subject heading should be as follows:

- 1. RFQ NO. PR9271294, PRICE PROPOSAL**
- 2. RFQ NO. PR9271294, TECHNICAL PROPOSAL**

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

•**Thursday 30th July 2020 starting 11:00am.**

•**Meeting Point: US Embassy Main Gate along UN Avenue- Gigiri**

Send names and ID number of representatives for the site visit by 9AM Wednesday 29th August 2020.

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,

Aisha O'Neil
Contracting Officer

SOLICITATION, OFFER, AND AWARD <i>(Construction, Alteration, or Repair)</i>	1. SOLICITATION NUMBER PR9271294	2. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input type="checkbox"/> NEGOTIATED (RFP)	3. DATE ISSUED July/24/2020	PAGE 1 OF PAGES 1 of 40
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IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.

4. CONTRACT NUMBER	5. REQUISITION/PURCHASE REQUEST NUMBER PR9271294	6. PROJECT NUMBER
7. ISSUED BY AMERICAN EMBASSY NAIROBI U.N. AVENUE GIGIRI; PO BOX 606,00621, ATTN: GSO-PROCUREMENT - 1901.0 NAIROBI KENYA	CODE KE500	8. ADDRESS OFFER TO CONTRACTING OFFICER AMERICAN EMBASSY NAIROBI

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

WOODEN SURFACES RESTORATION

11. The contractor shall begin performance within 10 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.) <input type="checkbox"/> YES <input type="checkbox"/> NO	12B. CALENDAR DAYS
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13. ADDITIONAL SOLICITATION REQUIREMENTS:
- a. Offers in soft copy / Email copies to perform the work required are due at the place specified in Item 8 by **09:00AM** _____ local time August 10th, 2020 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.

OFFER (Must be fully completed by offeror)

14. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)	15. TELEPHONE NUMBER (Include area code)
CODE	16. REMITTANCE ADDRESS (Include only if different than Item 14.)
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 30 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
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AWARD (To be completed by Government)

21. ITEMS ACCEPTED:

22. AMOUNT	23. ACCOUNTING AND APPROPRIATION DATA
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24. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM	25. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO <input type="checkbox"/> 0 U.S.C. 2304(c)() <input checked="" type="checkbox"/> 1 U.S.C. 253(c)()
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26. ADMINISTERED BY	CODE	27. PAYMENT WILL BE MADE BY Nairobi FMC NairobiPayables@state.gov
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CONTRACTING OFFICER WILL COMPLETE ITEM 28 OR 29 AS APPLICABLE

<input type="checkbox"/> 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.	<input type="checkbox"/> 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.
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30A. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN (Type or print)	31A. NAME OF CONTRACTING OFFICER (Type or print)
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30B. SIGNATURE	30C. DATE	31B. UNITED STATES OF AMERICA, BY .	31C. AWARD DATE
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