



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

August 9, 2019

Dear Prospective Offeror,

SUBJECT: Request for Architect/Engineer Qualifications

Architect/Engineer (A&E) services are needed for ACN Nairobi Office Design Project. We will select an Architect/Engineer firm based on technical qualifications. Firms wishing to be considered for this project should submit the attached Standard Form 330. I have attached instructions for completing this form.

We will evaluate firms based on following;

- Relevant, professional qualifications of the firm for the type of work required; As per NCA3 level, the firm must have a capacity to handle projects valued up to USD 1500000. The firms must have lead professionals registered under Architectural Association of Kenya (AAK), Engineers Board of Kenya (EBK), Board of Registration of Architects and Quantity Surveyors (BORAQS) respectively.
- Physical office in Nairobi with over seven years of specialized experience and technical competence in type of work required (work flow analysis, interior design and engineering design).
- Demonstrated success on similar projects in terms of quality of work and compliance with schedules. Proof of satisfactory interior office design with engineering services projects valued at over USD 400000.
- Capacity to accomplish work: Must have the appropriate personnel mix including registered /licensed experts in the respective specialized trades, sufficient support staffing, and financial capacity supported by accounts, relevant office infrastructure and associated equipment.

Knowledge of locality of project; and Build Contract: Must provide proposed (brief and clear) sequence of the activities and submissions necessary for the task in question

Please submit a completed Standard Form 330 by 16:00 on August 14, 2019 Resumes of key individuals may be attached to this form.

If you have any questions on this please send an email to my attention to the following address
NairobiGSO-Contracts@State.gov

Sincerely,

A handwritten signature in black ink, appearing to be a stylized name, possibly 'J. A. ...', written over a horizontal line.

Contracting Officer