



**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 ISC 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;
- Physical office in Nairobi with over seven years of specialized experience and technical competence in the type of work required, (work flow analysis, interior design and A&E services;
- Demonstrate success on similar projects in terms of quality of work, compliance with schedules, and quality control. Proof of satisfactory interior office design with A&E services projects valued at over USD 300,000;
- Capacity to accomplish work: Must have sufficient support staffing, relevant office infrastructure and associated equipment;
- Knowledge in design and build contracts;
- Demonstrate to have staff with degrees and/or certifications in engineering, architecture, project management and interior design.

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,

Contracting Officer

A handwritten signature in blue ink, appearing to be the initials 'JAB'.

Attachments:

As stated