



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

August 12, 2019

Dear Prospective Offeror,

Subject: Request for Quotation 19KE5019Q0008

Enclosed is a Request for Quotation (RFQ) for purchase of 13 Sports Utility Vehicle (SUV's). If you would like to submit a quotation, follow the instructions below and complete the required portions of the attached SF1449 document and submit it to the address shown below.

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 documents as follows;

Title

1. RFQ. **FINANCIAL PROPOSAL**: This entails the price quotation indicating unit and total prices before VAT (*Must have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number*).
2. RFQ. **TECHNICAL PROPOSAL** (*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)

This must be submitted on or before **Wednesday, September 11, 2019. 16.00pm East African Time**. Addressed to **The Contracting Officer, America Embassy Nairobi** on email NairobiGSO-Contracts@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 and SAM/CCR www.sam.gov.

Direct any questions regarding this solicitation to the **Contracting Officer, Nairobi** NairobiGSO-Contracts@state.gov during regular business hours

Sincerely,

Nathaniel Tishman

Contracting Office