



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

Date: August 30, 2019

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19KE5019Q0012

Enclosed is a Request for Quotations (RFQ) for multi-purpose room audio-visual equipment supply and installation. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

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 16, 2019. 10.00am East African Time**. Only hard-copy documents will be accepted. The Financial Proposal and the Technical Proposal must be separate. Deliver one original and 2 copies of all submissions to the U.S. Embassy- Nairobi, UN Avenue, Gigiri at the Truck Transfer Area next to CAC 2.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order 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.

All contractors must be registered in the SAM (System for Award Management) Database <https://www.sam.gov> prior to contract award pursuant to FAR provision 52.204-7. Therefore prospective offerors should register prior to the submittal of quotations/proposals. Please note that Kenya is not a danger pay post.

The guidelines for registration in SAM are also available at: <https://www.sam.gov/SAM/> The Embassy intends to conduct a **Pre-quotation conference and site visit** and all prospective quoters who have received a solicitation package are invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Direct any questions regarding this solicitation to Lance Posey by email: [NairobiGSO-Contracts@state.gov](mailto:NairobiGSO-Contracts@state.gov)

Sincerely,

A handwritten signature in black ink, appearing to be 'Lance Posey', with a long horizontal flourish extending to the right.

Lance Posey, Contracting Officer

**Enclosure**