



EMBASSY OF THE  
UNITED STATES OF AMERICA

P.O. BOX 606 - 00621, VILLAGE MARKET

NAIROBI, KENYA

February 16, 2021

Dear Prospective Offeror:

SUBJECT: Solicitation Number **19KE5021R0002 Group Life and Disability Insurance Services**

The Embassy of the United States of America invites you to submit a proposal for customized U.S. Embassy Nairobi Locally Employed Staff Group Life and Disability Insurance Services.

The Embassy intends to conduct a pre-proposal conference, and all prospective offerors who have received a solicitation package are invited to attend. See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in two separate sealed envelopes 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 have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number*).

This must be submitted on or before **Monday, March 22, 2021. 4.00pm East African Time.** No proposals will be accepted after this time and 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.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33
2. Section B, Pricing Schedule
3. Section B, Retention Amounts in B.3 and B.7
4. Section K, Representations and Certifications;
5. Additional information as required in Section L.

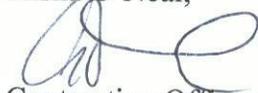
Direct any questions regarding this solicitation in writing to the, Contracting Officer, questions must be written in English and may be sent to Aisha O'Neal by email: [NairobiGSO-Contracts@state.gov](mailto:NairobiGSO-Contracts@state.gov). Kindly reference the solicitation number for all communications.

Please note: Proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation may be deemed technically unacceptable.

The successful offeror shall be registered in the SAM (System for Award Management) database <https://www.sam.gov> prior to contract award pursuant to FAR provision 5.207. Therefore prospective offerors are encouraged to register prior to the submittal of their proposal. The guidelines for registration in SAM are also available at: [https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm\\_system=SAM](https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM)

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Aisha O'Neal,



Contracting Officer

**Enclosures**