



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

Date: August 26, 2020

Dear Prospective Offeror:

SUBJECT: Solicitation Number **19KE5020Q0023**

The Embassy of the United States of America invites you to submit a proposal to provide transport services and vehicle with driver for the U.S. Embassy Nairobi.

Your proposal must be submitted in two separate sealed envelopes as follows;
Title

1. RFQ. **FINANCIAL (PRICE) PROPOSAL:** This entails the price quotation indicating unit and total prices without VAT (*Must have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number*).
2. RFQ. **TECHNICAL PROPOSAL:** No pricing information should be included. (*Must 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 **Tuesday, September 15, 2020. 10.00am East African Time**. No quotations 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 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 a technically 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://beta.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/>

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

1. SF-1449;
2. Section B;
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

The contract completion date is specified in Section F of the solicitation.

Direct any questions regarding this solicitation to **the Contracting Officer** by email NairobiGSO-Contracts@state.gov. Kindly reference the solicitation number for all communications.

Sincerely,

A handwritten signature in black ink, appearing to read 'AON', written in a cursive style.

Aisha O' Neal
Contracting Officer