*Embassy of the United States of America*
*Nairobi, Kenya*

**MEMORANDUM**

June 15, 2020

**TO:** **All Vendors**

**SUBJECT:** **Notice to all Vendors on Value-Added Tax (VAT)**

The United States Embassy wishes to draw your attention to the provisions of the VAT Act, 2013, 2nd Schedule, Part B 'Zero Rated Supplies to Public Bodies, Privileged Persons and Institutions', para (3) which places all taxable supplies (goods and services) for the official use of any foreign embassy, consulate or diplomatic mission in Kenya in the ZERO RATED category.

Please note that effective immediately, as part of the 'foreign embassy, consulate or diplomatic mission in Kenya' category, which the United States Embassy to Kenya falls under, we will no longer process VAT exemptions on behalf of our vendors and suppliers. We will include the following language in all Purchase Orders and Contract documents to enable you to claim your Exemptions directly:

***All taxable supplies (goods and services) to the United States Embassy in Kenya are exempt from Value Added Tax. See the VAT Act, 2013, 2nd Schedule, Part B 'Zero Rated Supplies to Public Bodies, Privileged Persons and Institutions', para (3). Vendors are therefore required to present invoices without a tax element, i.e., indicate 0% VAT on all invoices. The Purchase Orders or Contracts issued by the United States Embassy will serve as the basis for the Zero Rating when vendors are accounting for VAT with the Kenya Revenue Authority.***

To this end, the U.S. Embassy requests our vendors and suppliers to ensure that all invoices issued to us indicate **0% VAT**.

EMBASSY OF THE UNITED STATES OF AMERICA
NAIROBI