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

August 4, 2020

Dear Prospective Offeror,

SUBJECT: RFQ NO. PR9262045 WAREHOUSE TRUCK

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for a bus as per the attached specifications.

The U.S. Government intends to award a Purchase Order to a responsible vendor submitting a technically acceptable quotation at a reasonable price. This RFQ does not commit the Embassy to make any award. The Embassy may cancel the RFQ entirely or in part without any obligation on its part.

Your proposal **MUST** be submitted in two forms as follows:

1. **RFQ No. PR9262045 FINANCIAL PROPOSAL**: This entails the **price quotation** indicating unit price for each line item and total prices. *(Must have the Company Letter Hear or Company Stamp/Seal including your quotation Reference Number).*

2. **RFQ No. PR9262045 TECHNICAL PROPOSAL:** This entails **technical specification of proposed items, in view of our RFQ document provided**. *(**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).*

Bidding Start Date: August 4, 2020

Bid Closing Date: August 18, 2020 10.00 a.m. East African time

The RFQ should be addressed to The Contracting Officer, American Embassy through **NairobiGSO-bids@state.gov**, with a copy to **KibueEM@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 quotation 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 via **NairobiGSO-bids@state.gov** and **KibueEM@state.gov**, during regular business hours.

Sincerely,

Aisha O'Neal
Contracting Officer