



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

Dear Prospective Vendor,

**SUBJECT: REQUEST FOR QUOTATION NUMBER PR9599736 - LEGAT
NAIROBI SUV RENTAL WITH DRIVER**

The Embassy of the United States of America, Nairobi, invites you to submit a Quotation for **PR9599736 - LEGAT NAIROBI SUV RENTAL WITH DRIVER.**

The U.S. Government intends to award a Purchase Order to a responsible company submitting an acceptable quotation at a reasonable price. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Your proposal must be submitted in two separate attachments marked as follows:

1. **RFQ No PR9599736 - LEGAT NAIROBI SUV RENTAL WITH DRIVER, FINANCIAL PROPOSAL: (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**
2. **RFQ No PR9599736 - LEGAT NAIROBI SUV RENTAL WITH DRIVER TECHNICAL PROPOSAL (Must not have your Letter Head or Company Stamp/Seal i.e. should be on plain paper). Your quotation Reference Number is required on this which matches the price proposal number.**

Opening date: December 9th, 2020.

Closing date: December 24th, 2020

This should be submitted on email on or before **December 24th, 2020 at 10:00am East African Time.** Addressed to **The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov With a copy to KamireGA@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 quotations 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, NairobiGSO-bids@state.gov** during regular business hours.

Sincerely,

Signed.

Aisha O'neal

Contracting Officer

