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

Dear Prospective Offeror,

**SUBJECT: REQUEST FOR QUOTATION NUMBER 8535504**

The Embassy of the United States of America, Nairobi, invites you to submit a Quotation for **office chairs as per the details on the request.**

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 sealed envelopes as follows:

1. **RFQ No. 8535504,** ***FINANCIAL PROPOSAL: (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).***

2. **RFQ No. 8535504,** ***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: August 29 2019**
   **Closing date: September 12 2019**

This should be submitted on or before **September 12 2019 at 04:00pm.** Addressed to **The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov**
**With a copy to Kirorinm@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, Nairobi GSO-contracts@state.gov** during regular business hours

Sincerely,

**Lance Posey**
**Contracting Officer**

# Requisition Number: PR8535504

**Requisition Title: NEC OFFICE CHAIRS - ICASS**

**Purchase Request: PR8535504**
**Request Type: Requisition**
**Requesting Office: AMERICAN EMBASSY NAIROBI**
Issued or
Created

## Vendor:

NOVENDOR
,
UNITED STATES

## Ship To:

Department of State
U.N. AVENUE GIGIRI; PO BOX 606,00621
ATTN: FM-RESIDENTIAL - 1901.0
NAIROBI
KENYA

**Deliver To:**
FM/NEC

| Item | Description | Part Number | Unit | Qty | Vendor Delivery | Unit Price | Extended Amount |
|---|---|---|---|---|---|---|---|
| 1 | **Supply office chairs of the following ...** | | each | 48 | Sat, 07 Sep, 2019 | $0.00 USD | $0.00 USD |

Supply office chairs of the following specifications:
Make/Type: Herman Miller Aeron Chair Highly Adjustable with PostureFit Lumbar Support and Black Leather Arms - Medium Size (B) Graphite Dark Frame, Classic Dark Carbon Pellicle Mesh Home Office Desk Task Chair
Color- Black
FEATURES:
Size B or C,
Black Mesh Material,
Lumbar Support,
Fully Adjustable Armrests,
Hard Casters,
Pneumatic Lift Adjusts the Height of the Chair,
Tilt Limiter,
Tilt Tension,

## Bill To:

Department of State
UNIT 64100
ATTN: US EMBASSY FMC
APO, AE 09831-4100
UNITED STATES

## Funding:

| Type | Percentage | Amount(Local Currency) | Amount(USD) | Details |
|---|---|---|---|---|
| Commodity Accounting Line | 100% | $0.00 USD | $0.00 USD | ———— |

**Total** $0.00 USD

**Status: Submitted**

## SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

*OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30*

| | | | | |
|---|---|---|---|---|
| | | | 1. REQUISITION NUMBER | PAGE 1 OF 52 |
| 2. CONTRACT NO. | 3. AWARD/EFFECTIVE DATE | 4. ORDER NUMBER | 5. SOLICITATION NUMBER **RFQ NO 8535504** | 6. SOLICITATION ISSUE DATE August 29, 2019 |
| **7. FOR SOLICITATION INFORMATION CALL** ▶ | a. NAME Lance Posey | | b. TELEPHONE NUMBER(No collect calls) | 8. OFFER DUE DATE/ LOCAL TIME **September 12 at 04:00 pm** |

9. ISSUED BY CODE
GSO/Procurement Office
U.S Embassy,
P.O Box 606-00621, Village Market
Nairobi
Nairobi Kenya

10. THIS ACQUISITION IS
X UNRESTRICTED
☐ SET ASIDE: % FOR
☐ SMALL BUSINESS
☐ HUBZONE SMALL BUSINESS
☐ 8(A)
NAICS:
SIZE STD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
☐ SEE SCHEDULE

12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
☒ RFQ ☐ IFB ☐ RFP

15. DELIVER TO CODE
U.S. Embassy
GSO Procurement – Nairobi, Kenya

16. ADMINISTERED BY CODE
U.S. Embassy
ISC
Nairobi, Kenya

17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE
TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY CODE
U.S. Embassy
Financial Management Center
Nairobi, Kenya

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

| 19. ITEM NO. | 20. SCHEDULE OF SUPPLIES/SERVICES | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
|---|---|---|---|---|---|
| 1 | **office chairs as per the details on the attached request** (Use Reverse and/or Attach Additional Sheets as Necessary) | | | See Section 1 The Schedule | |

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

☐ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-3. FAR 52.212-4 AND 52.212-5 ARE ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED.

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED.

☐ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

☐ 29.AWARD OF CONTRACT: YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(TYPE OR PRINT)*

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (Type or Print)
Lance Posey

31c. DATE SIGNED