



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

January 31, 2020

Dear Prospective Offeror,

**SUBJECT: REQUEST FOR QUOTATION NUMBER PR8969677**

The Embassy of the United States of America, Nairobi, invites you to submit a request for proposal for the **rental of one (1) Sports Utility Vehicle (SUV) with driver and fuel for 6 months (April 13 to August 12 2020)**

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.

This should be submitted on or before **February 10 2020 at 10.00am**. Addressed to

**The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov  
With a copy to Nambubilo@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](http://www.dnb.com) and SAM/CCR [www.sam.gov](http://www.sam.gov).

US Embassy Nairobi payment terms are 30 days after delivery of product or service and submission of a proper invoice.

Direct any questions regarding this solicitation to the **Contracting Officer, Nairobi** [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov) and [nambubilo@state.gov](mailto:nambubilo@state.gov) during regular business hours

Sincerely,

A handwritten signature in black ink, appearing to read 'N. Tishman', written over a horizontal line.

**Nathaniel Tishman**  
**Contracting Officer**

**RFQ: PR8969677- 4x4 Prado Car Hire with Driver and Fuel.**

1. Car hire for six months beginning February 13th to August 12th, 2020.
  - We need a Prado 4X4, 7 seater, which must be in top operating conditions and not more than 5 years old.
2. Contract to include driver and fuel for the entire duration of Six Months 6(months)
3. We request that the fuel charge be estimated at 80,000 Ksh per month. This will be billed for actual use.