



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

Dear Prospective Offeror,

**SUBJECT: REQUEST FOR QUOTATION NUMBER PR9187708**

The Embassy of the United States of America, Nairobi, invites you to submit a Quotation for **GFI Unlimited Software Subscription Renewal**.

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. PR9187708, *FINANCIAL PROPOSAL: (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).***
2. **RFQ No. PR9187708, *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: June 5, 2020**  
**Closing date: June 21, 2020**

This should be submitted on email on or before **June 21, 2020 at 10:00am East African Time**. Addressed to **The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov** With a copy to **KangiriJW@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).

Direct any questions regarding this solicitation to the **Contracting Officer, NairobiGSO-bids@state.gov** during regular business hours.

Sincerely,

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

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER <b>PR9187708</b>	PAGE 1 OF 1
2. CONTRACT NO. TBA	3. AWARD/EFFECTIVE DATE: TBA	4. ORDER NUMBER TBA	5. SOLICITATION NUMBER <b>PR9187708</b>	6. SOLICITATION ISSUE DATE <b>June 5, 2020</b>	
7. FOR SOLICITATION INFORMATION CALL	a. NAME <b>Julia Kangiri</b>		b. TELEPHONE NUMBER (No collect calls) <b>0203636000</b>	8. OFFER DUE DATE/ LOCAL TIME <b>June 21, 2020 at 10:00 East African Time</b>	
9. ISSUED BY GSO/Procurement Office U.S Embassy, P.O Box 606-00621, Village Market Nairobi		CODE	10. THIS ACQUISITION IS X UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS  <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A)  NAICS: SIZE STD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	12. DISCOUNT TERMS
15. DELIVER TO U.S. Embassy GSO Procurement – Nairobi, Kenya		CODE	16. ADMINISTERED BY U.S. Embassy Nairobi, Kenya		
17a. CONTRACTOR/OFFEROR	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY U.S. Embassy Financial Management Center Nairobi, Kenya		
TELEPHONE NO.			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1	GFI Unlimited Software Subscription renewal for 1 year (legacy) License Type-Renewal License Term-1 year-Period- 25th JUNE 2020 to 24th JUNE 2021 Remote Professional Services from Ingram Micro: 1. Health check & Configuration Review for existing GFI Mail Essentials – (1 Days) 2. Migration Services for Kerio Control –(4 days) 3. Security Awareness Training for IT team (4 persons)	1000			
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-3. FAR 52.212-4 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input type="checkbox"/> 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.			<input type="checkbox"/> 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)		31c. DATE SIGNED	
		Lance Posey			



# Requisition Number: PR9187708

Requisition Title: GFI Unlimited Software Subscription Renewal

Purchase Request: PR9187708

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY NAIROBI

Issued on Fri, 22 May, 2020

Created on Fri, 22 May, 2020 by [Signature]

**Vendor:**

NOVENDOR

UNITED STATES

**Ship To:**

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

**Deliver To:**

MRU

**ICASS:**

Number	ICASS Agency	Amount
1		\$0.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	GFI Unlimited Software Subscription renewal ...		each	1,000	Sun, 21 Jun, 2020	\$0.00 USD	\$0.00 USD

GFI Unlimited Software Subscription renewal for 1 year (legacy)  
 License Type-Renewal  
 License Term-1 year-Period- 25th JUNE 2020 to 24th JUNE 2021  
 Remote Professional Services from Ingram Micro:  
 1. Health check & Configuration Review for existing GFI Mail Essentials – (1 Days)  
 2. Migration Services for Kerio Control –(4 days)  
 3. Security Awareness Training for IT team (4 persons)

**Bill To:**

Department of State  
 U.N. AVENUE GIGIRI; PO BOX 606,00621  
 ATTN: MRU - 2132.1  
 NAIROBI  
 KENYA

**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