



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

August 21, 2020

Dear Prospective Offeror,

SUBJECT: REQUEST FOR QUOTATION PR9367243:

The Embassy of the United States of America, Nairobi, invites you to submit a proposal for supply of **Lockers**.

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 proposals as follows;

1. RFQ No. **PR9367243 FINANCIAL PROPOSAL**: This entails the price quotation indicating unit and total prices before VAT (*Must have the Company Letter Head or Company Stamp/ Seal including your quotation Reference Number*).
2. RFQ No. **PR9367243 TECHNICAL PROPOSAL** (*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)

Start Date: August 21, 2020

End Date: August 31, 2020

This should be submitted on or before August 31, 2020 10.00am Kenyan 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 and SAM/CCR www.sam.gov.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Aisha O'Neal'.

Aisha O'Neal
Contracting Officer

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

2. CONTRACT NO. TBA	3. AWARD/EFFECTIVE DATE: TBA	4. ORDER NUMBER TBA	1. REQUISITION NUMBER PR9367243	5. SOLICITATION NUMBER PR9367243	PAGE 1 OF 1
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7. FOR SOLICITATION INFORMATION CALL	a. NAME Julia Kangiri	b. TELEPHONE NUMBER (No collect calls) 0203636000	6. SOLICITATION ISSUE DATE August 21, 2020	8. OFFER DUE DATE/ LOCAL TIME August 26, 2020 at 10:00 East African Time
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9. ISSUED BY GSO/Procurement Office U.S Embassy, P.O Box 606-00621, Village Market Nairobi	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	12. DISCOUNT TERMS
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15. DELIVER TO U.S. Embassy GSO Procurement – Nairobi, Kenya	16. ADMINISTERED BY U.S. Embassy Nairobi, Kenya
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17a. CONTRACTOR/OFFEROR	18a. PAYMENT WILL BE MADE BY U.S. Embassy Financial Management Center Nairobi, Kenya
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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	Salsbury Industries Assembled 1-Tier Vented Metal Locker with Three Wide Storage Units, 6-Foot High by 12-Inch Deep, Gray	52			

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT (For Govt. Use Only)
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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)	31c. DATE SIGNED
		Aisha O'Neal	



Requisition Number: PR9367243

Requisition Title: Lockers for

Purchase Request: PR9367243
 Request Type: Requisition
 Requesting Office: AMERICAN EMBASSY NAIROBI
 Issued on Mon, 17 Aug, 2020
 Created on Mon, 17 Aug, 2020 by

Vendor:
 NOVENDOR
 UNITED STATES

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

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	Salsbury Industries Assembled 1-Tier Vented ...		each	52	Wed, 16 Sep, 2020	\$0.00 USD	\$0.00 USD

Salsbury Industries Assembled 1-Tier Vented Metal Locker with Three Wide Storage Units, 6-Foot High by 12-Inch Deep, Gray

Bill To:
 Department of State
 U.N. AVENUE GIGIRI; PO BOX 606,00621
 ATTN: US EMBASSY FMC - 1901.0
 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

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Not Required	Ready	Approver 6: Watcher - Optional Approver	Nairobi Watcher Group		
Required	Approved	Approver 1: Organizational Approver 1			Mon, 17 Aug, 2020
Required	Ready	Approver 3: Procurement Team	Nairobi Procurement Team		
Required	Pending	Approver 4: B&F	Nairobi Accounting		

Required	Pending	Approver 5: FMO	Nairobi FMO Group		
Required	Pending	Approver 7: Final Approver	Nairobi Contracting Officers		

Requisition Comments

- 7/2020:
Guard Locker Distribution:

1. Residences (FC5821) - 22
2. Stand-alone Offices-Kisumu, MRU and CDC offices- (FC 5822) - 10
3. NOB-FC5826 - 20

The link for this is

https://www.amazon.com/Salsbury-Industries-Assembled-Storage-12-Inch/dp/B009VREV6W?ref_ast_sto_dp

Funds for this project to be derived from SOC 3136 Item 150 Guard Lockers (Jane Nthenya, Mon, 17 Aug, 2020)

- Julia W Kangiri, 08/21/2020:
52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.
As prescribed in 4.2105(a), insert the following provision:
REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (DEC 2019)
The Offeror shall not complete the representation in this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in the provision at 52.204-26, Covered Telecommunications Equipment or Services-Representation, or in paragraph (v) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items.
(a) Definitions. As used in this provision—
"Covered telecommunications equipment or services", "critical technology", and "substantial or essential component" have the meanings provided in clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
(b) Prohibition. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing—
(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
(c) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".
(d) Representation. The Offeror represents that it will, will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation.
(e) Disclosures. If the Offeror has represented in paragraph (d) of this provision that it "will" provide covered telecommunications equipment or services", the Offeror shall provide the following information as part of the offer—
(1) A description of all covered telecommunications equipment and services offered (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);
(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;
(3) For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and
(4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).
(End of provision)

All taxable supplies (goods and services) to the United States Embassy in Kenya are exempt from Value Added Tax. See the VAT Act, 2013, 2nd Schedule, Part B 'Zero Rated Supplies to Public Bodies, Privileged Persons and Institutions', para (3). Vendors are therefore required to present invoices without a tax element, i.e., indicate 0% VAT on all invoices. The Purchase Orders or Contracts issued by the United States Embassy will serve as the basis for the Zero Rating when vendors are accounting for VAT with the Kenya Revenue Authority. (Julia W Kangiri, Fri, 21 Aug, 2020)