



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

November 19<sup>th</sup>, 2020

Dear Prospective Vendor,

**SUBJECT: REQUEST FOR QUOTATION NUMBER PR9562226 – US EMBASSY  
MOGADISHU VEHICLE FLEET MAINTENANCE**

The Embassy of the United States of America, Mogadishu, invites you to submit a quotation for maintenance of vehicle fleet in Mogadishu, Somalia as per attached scope of work.

The U.S. Government intends to award a contract 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 (Financial and Technical proposal) addressed to: To the Contracting Officer, American Embassy, through [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov) **on or before November 28<sup>th</sup>, 2020 at 04:00PM East Africa time.**

The subject heading should be as follows:

1. **RFQ. PR9562226 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. PR9562226 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).

The U.S. Government intends to award a **Blanket Purchase Agreement (BPA)** 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, Nairobi** [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov) during regular business hours.

## **Scope of work**

Service maintenance, repairs and supply related parts for official US Government vehicles.

### **Scheduled Monthly Service**

- Change engine oil & oil filter.
- Replace fuel filter.
- Check and top-up all fluids (coolant, power steering, transmission etc.).
- Inspect engine air cleaner; clean/replace as necessary
- Inspect cabin air cleaner; clean/replace as necessary
- Wheel rotation, balancing & alignment. Check condition (include spare wheel).
- Check and adjust all belts. Replace if any are cracked / worn out.
- Check all hose pipes. Replace if any are cracked / worn out.
- Check wiper blades and replace if necessary & adjust washer nozzles.
- Check all lights.
- Check / service battery.
- Check and clean brakes. Replace worn out brake pads, linings
- Check brake hoses and lines.
- Check spark plugs.
- Check engine idle settings (speed & CO).
- Check clutch release arm travel.
- Check suspension (include dampers, bushings, tie-rod ends etc.).
- Check steering gearbox & boots.
- Check driveshaft boots.

### **Vehicle repairs**

- Repair the faulty vehicle systems and components as reported by the embassy personnel. Use manufacturers OEM (original equipment manufacturer) genuine parts.
- Repair vehicles as needed. Replace/repair damaged panels, windows, and other damaged vehicle components, including internal components. Use original equipment manufacturer replacement parts. Repaint vehicle panels to vehicle color.

### **Parts Supply**

Supply original equipment manufacturer parts as required.

- Toyota Landcruiser J200 series
- Toyota Landcruiser J76 series
- Toyota Hilux series

Sincerely,

**Aisha O'Neal**

**//signed//**

**Contracting Officer**