



# Requisition Number: PR10007038

Requisition Title: DHS/ICE/HSI - Car hire for BITMAP Operations

Purchase Request: PR10007038

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY NAIROBI

Issued on Wed, 23 Jun, 2021

Created on Wed, 23 Jun, 2021 by Billy Paul Otieno on behalf of Justin K. Bartenge

## Vendor:

NOVENDOR

UNITED STATES

Contact: 0

## Ship To:

Department of State  
DHS/IMMIGRATION&CUSTOM ENFORCEMENT  
ATTN: DHS/ICE - 7020.0  
NAIROBI  
KENYA

## Deliver To:

DHS/ICE

## Funding:

## Bill To:

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

Type	Amount(Local Currency)	Amount(USD)	Details
Commodity Accounting Line	\$0.00 USD	\$0.00 USD	-----

## ICASS:

Number	ICASS Agency	Amount
1	STATE - ICASS - 1901.0	\$0.00 USD

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	Car hire for BITMAP-The vehicle must be a 4x4...		month	12	Fri, 23 Jul, 2021	\$0.00 USD	\$0.00 USD

Car hire for BITMAP-The vehicle must be a 4x4 in excellent working conditions, not more than 5 years old and 7-seater.

The contract period shall be from August 1, 2021 through July 31, 2022 with an option to extend service 4 years beyond that not to exceed 5 years.

The contracted agency shall provide service by a primary driver, with no more than one alternate, who is on call and available to provide driving services 24 hours a day, 7 days a week, to include holidays.

The contracted agency shall provide a vehicle that is a 7 seat 4x4 vehicle in excellent serviceable condition that is no more than 5 years old.

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
2	- A driver (with not more than one alternate)...		month	12	Fri, 23 Jul, 2021	\$0.00 USD	\$0.00 USD

- A driver (with not more than one alternate), who should be on call 24 hrs 7 days a week including holidays.

The contracted agency and driver shall have a minimum of 7 years of experience working with foreign diplomatic missions on a regular basis, to

include dealing with sensitive circumstances, ability to adhere to the highest standards of confidentiality, dealing with law enforcement personnel, and routine transportation of government personnel from foreign missions who are unfamiliar with Kenya. The contracted agency and driver must possess all necessary certifications and license to operate as a bona fide business in Kenya and Nairobi, be insured, and have ample experience in providing driving services to foreign diplomatic missions and to law enforcement personnel. The contracted agency and driver shall also possess the necessary clearances from the various government agencies in the Kenyan government to access their facilities as needed by this contract. The contracted agency must provide drivers who are completely fluent in the English language, as well as Kiswahili and adept at dealing with security and law enforcement procedures. The drivers must be completely trustworthy and able to pass a stringent vetting and background check process to ensure strict confidentiality in services that will be provided. The drivers shall be of impeccable moral character, must have no criminal convictions and have the highest personal integrity and moral standard

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
3	Contract to include provision of fuel at a ...		month	12	Fri, 23 Jul, 2021	\$0.00 USD	\$0.00 USD
	Contract to include provision of fuel at a rate of Ksh.80,000 a month						
<b>Total</b>							\$0.00 USD

**Status: Submitted**

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Required	Ready		Billy Paul Otieno		
Required	Pending	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		
Required	Pending	Selected Approver	Nairobi Accounting		
Not Required	Ready	Approver 6: Watcher - Optional Approver	Nairobi Watcher Group		

**Requisition Comments**

- Billy Paul Otieno, 06/23/2021:  
APPROVAL FLOW EDIT: Nairobi Accounting ADDED by Billy Paul Otieno on Wed Jun 23 08:35:47 EDT 2021  
Reason Added: Selected Approver (Billy Paul Otieno, Wed, 23 Jun, 2021)
- Support Desk Agent - Jordan Lorensy, 06/24/2021:  
APPROVAL FLOW EDIT: Billy Paul Otieno ADDED by Support Desk Agent - Jordan Lorensy on Thu Jun 24 01:31:18 EDT 2021  
Reason Added: Selected Approver (Support Desk Agent - Jordan Lorensy, Thu, 24 Jun, 2021)
- Support Desk Agent - Jordan Lorensy, 06/24/2021:  
APPROVAL FLOW EDIT: Nairobi DHS ICE Approvers DELETED by Support Desk Agent - Jordan Lorensy on Thu Jun 24 01:31:27 EDT 2021  
Reason Deleted: INC1098304 (Support Desk Agent - Jordan Lorensy, Thu, 24 Jun, 2021)