



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

February 10, 2021

Dear Prospective Vendor,

**SUBJECT: REQUEST FOR QUOTATION NUMBER PR10081417 - COMMON AREAS
CLEANING – 1ST OCTOBER 2021 TO 31 OCTOBER 2022**

The Embassy of the United States of America, Nairobi, invites you to submit a quotation for Common Areas Cleaning 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 email attachments addressed to: To the Contracting Officer, American Embassy, through NairobiGSO-bids@state.gov With a copy to otienoBP@state.gov; **on or before February 22nd, 2021 at 09:00AM.** The subject heading should be as follows:

- 1. RFQ. PR10081417 FINANCIAL PROPOSAL:** This entails the price quotation indicating unit and total prices before VAT
- 2. RFQ. PR10081417 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)*

Please note that **Mandatory Site visits** has been scheduled as follows: -

•**Wednesday 11th August 2021 starting 11:00am.**

•**Meeting Point:** Rosslyn Ridge -Magnolia Close off UN Avenue

Send names and ID number of one representative per company for the site visit by 9AM Tuesday 10th August 2021.

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 otienoBP@state.gov during regular business hours

Sincerely,

Aisha O'Neal

#Signed

Contracting Officer