



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

May 10, 2011

Dear Prospective Offeror/Quoter,

**Subject: Request for Quotation (RFQ) No.PR 1211996 Conference Facility**

The American Embassy Nairobi, Kenya, has a requirement for a Institution / Company to provide a quotation for the following

1. ***Conference Facility Package for 40 pax***

To submit a quotation, follow the instructions, complete the required portions of the attached document and submit it to the address shown on the **Standard Form 18** that follows this letter.

The U.S. Government intends to award a contract/purchase order to a responsible Institution/company submitting an acceptable quotation, with all the required technical specifications and reasonable price. You are encouraged to make your quote competitive and you are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. Your proposal **(Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number)**. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

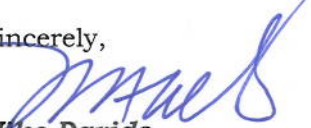
Your proposal must be submitted in a sealed envelope on or before Tuesday May 24, 2011 at 3.00p.m marked as follows:-

1. ***RFQ NO. PR1211996, Closing May 24, 2011 Conference Package Proposal***

**To the Contracting Officer,  
American Embassy,  
United Nations Avenue,  
P.O. Box 606 Village Market, 00621,  
Nairobi, Kenya.**

**Oral quotations will not be accepted.**

Sincerely,

  
**Mike Davids**  
**Contracting Officer**

Enclosure: Standard Form 18.

**NB: FAILURE TO FOLLOW INSTRUCTIONS WILL LEAD TO THE  
DISQUALIFICATION OF THE PROPOSALS**

REQUEST NO. <b>1211996</b>	2. DATE ISSUED <b>05/10/2011</b>	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5A. ISSUED BY <b>American Embassy, General Services Office, P.O. Box 606 Village Market 00621, Nairobi, Kenya</b>			6. DELIVER BY (Date)	
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)			7. DELIVERY	
NAME <b>MIKE DAVIDS/JANE NJUNG'E</b>		TELEPHONE NUMBER		X FOB DESTINATION OTHER (See Schedule)
		AREA CODE 020	NUMBER <b>3636000</b>	
8. TO:			9. DESTINATION	
		b. COMPANY	a. NAME OF CONSIGNEE	
c. STREET ADDRESS <b>To Prospective Quoters</b>			b. STREET ADDRESS	
d. CITY <b>NAIROBI</b>		e. STATE	f. ZIP CODE	c. CITY
				d. STATE
				e. ZIP CODE
PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) <b>Tuesday May 24<sup>th</sup>, 2011 at 3.00 p.m</b>		<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any cost incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter		

## 11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<b>Conference/Training Facility in Nairobi 1.Training/ conference facility in Nairobi for a 5 days 'TRIAL ADVOCACY TRAINING'  DATES: 1. June 27 to July 1<sup>st</sup>, 2011 for 40 pax.  Please see details attached.</b>				
DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS NUMBER %

NOTE: Additional provisions and representations  are  are not attached.

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION	
a. NAME OF QUOTER						
b. STREET ADDRESS			16. SIGNER			
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE	
						NUMBER

Exhibit Error! No text of specified style in document.-1 – Sample Request for Quotations (RFQ) (under \$100,000)

**AUTHORIZED FOR LOCAL REPRODUCTION**

**STANDARD FORM 18 (Rev. 6-95)**

Prescribed by GSA-FAR (48 CFR) 53.215-1(a)

Previous edition not usable

**Trial Advocacy Conference/training Facility packages which includes:**

1. Conference package for 40 people for five days June 27 to July 1, 2011

Conference facility big enough to hold 40 participants, Morning and afternoon tea, Lunch , Bottled water (500ml) in the morning. Replace in the afternoon. Stationery (paper and pen) for each person, Projection screen, Microphone, Speakers—in case a video is shown, Flip chart etc

- Five break out rooms for June 27 – July 1<sup>st</sup> , 2011
- Accommodation half board for 30 pax check in June 26 , 2011 and check out July 1<sup>st</sup> , 2011