



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

December 02, 2010

Dear Prospective Offeror/Quoter,

Subject: Request for Quotation (RFQ) No. PR1044042

The American Embassy Nairobi, Kenya, has a requirement for a contractor to provide a quotation for ***Information & Communication Technology (ICT) resource***. If you would like to submit a quotation, follow the instructions, complete the required portions of the attached documents 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 company submitting an acceptable quotation at the 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. 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 sealed envelopes on or before Monday December 15, 2010 at 11.00AM marked as follows:-

1. **RFQ NO. PR1044042, PRICE PROPOSAL (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**
2. **RFQ NO. PR1044042, TECHNICAL QUALIFICATION Proposal (Must not have your Letter Head or Company Stamp/Seal i.e. should be on plain paper). Your quotation Reference Number is required on this which matches the price proposal number.**
3. **MUST ONLY BE OPENED BY THE CONTRACTING OFFICER**

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

Oral quotations will not be accepted.

Sincerely,

John Klimowski
Contracting Officer

Enclosure:

Standard Form 18.
Detailed Scope of Work Attached

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

1. REQUEST NO. PR 1044042		2. DATE ISSUED December 02, 2010		3. REQUISITION/PURCHASE REQUEST NO.		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5A. ISSUED BY American Embassy Nairobi, Kenya General Services Office - Procurement P.O. Box 606 Village Market 00621 Nairobi, Kenya						6. DELIVER BY (Date) December 15, 2010			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)						7. DELIVERY FOB DESTINATION OTHER (See Schedule)			
AME JOHN KLIMOWSKI/MICHAEL NJOROGE				TELEPHONE NUMBER AREA CODE NUMBER 254 3636368					
8. TO:						9. DESTINATION			
				b. COMPANY		a. NAME OF CONSIGNEE US EMBASSY American Embassy, Nairobi Kenya			
c. STREET ADDRESS P.O. Box						b. STREET ADDRESS			
CITY Nairobi, Kenya				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) MONDAY DECEMBER 13, 2010				IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs 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 Quotations must be completed by the quoter.					

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

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTIT Y (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
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	<p>Provide the quote for the following Item:</p> <p>1. The proposed Information & Communication Technology (ICT) resource will undertake the exercise of acting as a liaison between the management and ICT to:</p> <p>a. Establish the exact concerns the management has, with emphasis on giving this a "user side" perspective.</p> <p>b. Identify key deliverables & milestones that should be achieved that will serve to reassure the management that all the concerns raised have been closed.</p> <p>c. Work with ICT management in Kisumu to match the existing backup status to the key deliverables that have been identified. Conduct a gap analysis.</p> <p>d. Work with the ICT management to establish the project(s) that will serve to close the gaps identified and deliver each of the key deliverable. This will include establishment of all the resources, costs and timelines for the delivery.</p> <p>e. Serve as the Project Manager to drive the project(s) identified above. Work with ICT to subsequently close the projects.</p> <p>f. Work on a report and recommendations document to be presented to management. The report will focus on</p> <p>i. Phase I- issues which are immediate and have been or can be achieved with the available resources.</p> <p>ii. Phase II- Issues which should be implemented in the short/ medium term that may require some procurement. (e.g. of equipment & systems)</p> <p>iii. Phase III- issues to be factored in on the overall Business Continuity Plan (BCP) that is currently being designed by the ICT Manager, CDC-Kenya.</p> <p>g. To ensure continuity post-contract, mentor/ train or identify training for the ICT management in Kisumu that will ensure that the backup strategy & framework remains as desired by management.</p> <p>h. Submit the report to the management on the completion of the projects and the status of the key deliverables & milestones that had been identified. He will arrange a presentation together with the IT Advisor Kisumu to the management.</p> <p>i. Once the management is satisfied with the backup status, the issue will be considered closed and revert to routine ICT management driven by the CDC IT Advisor, K</p>	1	LOT	
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12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS NUMBER %
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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		16. SIGNER	
b. STREET ADDRESS		a. NAME (Type or print) JOHN KLIMOWSKI	b. TELEPHONE 3636000
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print) CONTRACTING OFFICER AREA CODE NUMBER

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

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Previous edition not usable
53.215-1(a)

STANDARD FORM 18 (Rev. 6-95)
Prescribed by GSA-FAR (48 CFR)