



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

November 8, 2010

Dear Prospective Offeror/Quoter,

**Subject: Request for Quotation (RFQ) No.PR 1019005 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 50-60 pax - PR1019005***

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. 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 Wednesday November 17, 2010 at 3.00p.m marked as follows:-

1. **RFQ NO. PR1019005, Conference Package Proposal (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**

**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**

(THIS IS NOT AN ORDER)

SMALL PURCHASE SET-ASIDE (52.219-4)

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1. REQUEST NO. <b>PR#1019005</b>	2. DATE ISSUED <b>11/08/10</b>	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5A. ISSUED BY <b>American Embassy, General Services Office, P.O. Box 606 Village Market 00621, Nairobi, Kenya</b>	6. DELIVER BY (Date)
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)		7. DELIVERY X FOB DESTINATION OTHER (See Schedule)	
NAME <b>MIKE DAVIDS/JANE NJUNG'E</b>	TELEPHONE NUMBER		
	AREA CODE 254	NUMBER <b>3636000</b>	

8. TO:	9. DESTINATION
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b. COMPANY	a. NAME OF CONSIGNEE
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c. STREET ADDRESS <b>To Prospective Quoters</b>	b. STREET ADDRESS
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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>Wednesday November 17, 2010 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
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11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p><b>Conference Facility Package to include :</b></p> <p>Training/ conference facility in Nairobi for a 3 day 'Women in Community Policing Conference'. December 7, 8 and 9, 2010 for 60 Women police.</p> <p>Requirements:- Conference facility big enough to hold 50-60 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 or music is played, Flip chart—we can bring our own paper and markers but need an easel</p> <p>NB: Please advise if a projector and laptop are charged separately and if yes how much ?</p>				

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