



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

August 16, 2010

Dear Prospective Offeror/Quoter,

Subject: Request for Quotation (RFQ) No.PR 923277 – CAR HIRE SERVICE

The American Embassy Nairobi, Kenya, has a requirement for a vehicle to rent for one year and requests for a quotation for the following

1. RENTAL VEHICLE – PR923277

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, 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 two separate sealed envelopes on or before Tuesday 31, 2010 at 3.00p.m marked as follows:-

1. **RFQ NO. PR923277, PRICE PROPOSAL (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**
2. **RFQ NO. PR923277, 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.**

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,

Jim Landherr
Contracting Officer

Enclosure: Standard Form 18.

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

REQUEST NO. PR 923277	2. DATE ISSUED 08/16/2010	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, General Services Office, P.O. Box 606 Village Market 00621, Nairobi, Kenya			6. DELIVER BY (Date)			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)			7. DELIVERY			
NAME JIM LANDHERR / JANE NJUNG'E		TELEPHONE NUMBER		X FOB DESTINATION OTHER (See Schedule)		
		AREA CODE 254	NUMBER 3636000			
8. TO:			9. DESTINATION			
b. COMPANY			a. NAME OF CONSIGNEE			
c. STREET ADDRESS To Prospective Quoters			b. STREET ADDRESS			
d. CITY NAIROBI		e. STATE	f. ZIP CODE	c. CITY		
				d. STATE	e. ZIP CODE	
PLEASE FURNISH QUOTATIONS TO THE BUYING OFFICE IN BLOCK 5A ON OR BEFORE LOSE OF BUSINESS (Date) Tuesday August 31, 2010 3.00 p.m		IMPORTANT: 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)	
	Vehicle specifications Specification :- <ul style="list-style-type: none"> 4 wheel Drive (4WD) Automatic Transmission 5 seater Please note: Excludes driver and fuel					
SCOUNT 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)

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