



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

April 26, 2011

Dear Prospective Offeror/Quoter,

Subject: Request for Quotation (RFQ) No. PR1197952 Corporate Principal Services

The American Embassy Nairobi, Kenya, has a requirement for a contractor to provide a quotation ***For the Services of Corporate Principal Services (CPO). (Detailed scope of work attached).*** 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 Wednesday May 11, 2011 at 11.00am marked as follows:-

1. **RFQ NO. PR1197952 PRICE PROPOSAL (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**
2. **RFQ NO. PR1197952, 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, Michael Davids, American Embassy, United Nations Avenue, P.O. Box 606 Village Market, 00621, Nairobi, Kenya.

Oral quotations will not be accepted.

Sincerely,


Michael Davids
Contracting Officer

MD/ck

Enclosure:

Standard Form 1449.

Detailed Scope of Work Attached

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

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				1. REQUISITION NUMBER	PAGE 1 OF 19 pages	
2. CONTRACT NO.	3. AWARD/EFFECTIVE SEE BLOCK 31C	4. ORDER NUMBER	5. SOLICITATION NUMBER PR1197952	6. SOLICITATION ISSUE DATE April 27, 2011		
7. FOR SOLICITATION INFORMATION CALL	a. NAME MICHAEL DAVIDS/CAROL KIDAMAN		b. TELEPHONE NUMBER(No collect calls) 254 20 363 6000	8. OFFER DUE DATE/ LOCAL TIME May 11, 2011		
9. ISSUED BY American Embassy P O Box 606 Village Market 00621 Nairobi	CODE 00621	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	12. DISCOUNT TERMS	
15. DELIVER TO	CODE 00100	16. ADMINISTERED BY CAROLINE KIDAMAN		CODE		
17a. CONTRACTOR/ OFFEROR	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY		CODE	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT US\$
	Corporate Principal Officer Services (CPO) The purpose of this contract is to obtain professional consultancy services as Corporate Principal Officer for the U.S. Government Staff Pension Fund. The contractor will perform duties as the Corporate Principal Officer of the Embassy of the United States of America Staff Pension Fund. (Details Attached)					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.						
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.						
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.			<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. PR631915 OFFER DATED June 19 th , 2009. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or Print)		31c. DATE SIGNED	

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER	
<input type="checkbox"/> PARTIAL	<input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/>		
38. S/R ACCOUNT NO.	39. S/R VOUCHER NO.	40. PAID BY				
41 a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (PRINT)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42b. RECEIVED AT (Location)		
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 4/2002) BACK

Corporate Principal Officer Services (CPO)

Description of duties:-

The purpose of this contract is to obtain professional consultancy services as Corporate Principal Officer for the U.S. Government Staff Pension Fund.

The contractor will perform duties as the Corporate Principal Officer of the Embassy of the United States of America Staff Pension Fund. Responsibilities will be as follows:

1. Act as the principal adviser to the American Embassy – Nairobi, on all matters relating to the administration and compliance management of the Fund.
2. Ensure that all correspondence or enquiries from or on behalf of employees on retirement benefits matters sent to it by the American Embassy for attention are attended to in a proper and timely way.
3. Advise the American Embassy, Nairobi as and when required on amendments to the Trust Deed and Rules and attend to their approval and registration as required by law.
4. Monitor the Fund's compliance with the requirements of the RBA Regulations and represent the Fund's best interests to the regulators.
5. Comply with such reasonable requests as the American Embassy, Nairobi or the Trustees shall from time to time communicate to the Principal Officer regarding the manner in which the services under this Contract are to be provided.
6. Appraise the compliance of the Trustees with all the laws relating to both trusts and retirement benefits Schemes and monitor the conformance of the US Government Local Pension Fund with current normal practice in the provision of retirement benefits and to report to the American Embassy, Nairobi and the Trustees any shortcomings, commenting on the consequences.
7. Provide to the American Embassy, Nairobi all the information which the American Embassy, Nairobi may require regarding all aspects of the Fund and the Company's duties as Principal Officer and furnish the American Embassy, Nairobi with such advice as may be of use to the American Embassy.
8. Remain abreast of and keep the American Embassy, Nairobi fully informed of all changes in any law or regulation relating to or in any way affecting the Fund, its investments and financial affairs and retirement funds generally and recommend such actions as may be appropriate.
9. Remain abreast of and keep the American Embassy, Nairobi informed of market norms and practice and developments relating to retirement funds and other schemes and recommend such actions as may be appropriate.
10. Arrange the provision of training for officers of the American Embassy, Nairobi as the American Embassy Nairobi shall request. It is agreed that the training will comprise two full-day training programs in the first year and of one full-day in subsequent years. The first full-day training program will be undertaken by the Company within three months of the Commencement Date. Training will be provided by the Company without charge. The American Embassy, Nairobi shall provide the accommodation for the training and cover separately any incidental charges.
11. Co-operate generally with the American Embassy, Nairobi in ensuring the highest standards of management of the retirement benefits arrangements in respect of the Members and respond positively to requests by the American Embassy, Nairobi for the provision of additional or related services, on such terms as may be agreed.
12. Act generally in the performance of its duties and obligations hereunder in the best interests of the American Embassy, Nairobi, the Trustees, the Fund and the Members.
13. Obtain information as is possible from other fund managers and other sources on comparative performance statistics of various funds and managers and submit a report to the American Embassy, Nairobi .

14. Act generally in the performance of its duties and obligations hereunder in the best interests of the Sponsor, Trustees, the Fund and the Members.



Purchase Request: PR1197952

Acquisition Number: PR1197952
 Acquisition Title: USG LOCAL PENSION FUND- CPO SERVICES
 Issued on Tue, 26 Apr, 2011
 Created on Tue, 26 Apr, 2011 by Eva A. Osingo

Supplier:
 SUPPLIER
 2601 Fair Lakes
 Fairfax, VA 22033
 UNITED STATES
 Phone: USA
 Fax: USA
 Contact: 0

Ship To:
 Department of State
 U.N. AVENUE GIGIRI; PO BOX 606,00621
 ATTN: HR
 NAIROBI
 KENYA

Bill To:
 Department of State
 U.N. AVENUE GIGIRI; PO BOX 606,00621
 ATTN: US EMBASSY FMC
 NAIROBI
 KENYA

Deliver To:
 HUMAN RESOURCES

Preferred Purchase Card:
 Surcharges:

Number	Description	Amount	Details
1		\$0.00USD	-----

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
	USG PENSION FUND - CORPORATE PRINCIPAL ...		each	1	Fri, 29 Apr, 2011	\$0.00USD	\$0.00USD

USG PENSION FUND - CORPORATE PRINCIPAL OFFICER (CPO)

HR would like to solicit the services of a new Corporate Principal Officer for the USG Local Pension Fund. Currently, the services are being offered by Kingsland Court and the contract expires in June 2011. Please solicit a new service provider.

- USG PENSION FUND - CORPORATE PRINCIPAL OFFICER (CPO)

Human Resource Office would like to solicit the services of a new Corporate Principal Officer for the USG Local Pension Fund. Currently, the services are being offered by Kingsland Court and the contract expires in June 2011. Please solicit a new service provider. (Eva A. Osingo, Tue, 26 Apr, 2011)

Form:
 Contract #:
 CLIN:
 Recycled:
 Color:
 Catalog Number:
 Mandatory Source:
 Inventory: No
 SC: 9999
 AICS:
 FOB: Destination
 SBL:
 Place Of Inspection:
 Place Of Acceptance:
 Period Of Performance - From:
 Period Of Performance - To:
 Discount/Credit Per Unit: 0
 Shipping Point:
 Gross Shipping Weight:

Invoice No.: _____
 Funding: _____

Type	Split Percentage	Split Amount	Details
Commodity Accounting Line	100	\$0.00USD	-----

Total \$0.00USD

Status: Submitted

Approvals

Required?	Status	Reason	Approver	Approved By	Date
Not Required	Ready	Approver 6: Watcher - Optional Approver	Nairobi Watcher Group		
Required	Ready	Approver 3: Procurement Team	Nairobi Procurement Team		
Required	Pending	Approver 4: B&F	Nairobi B&F Group		
Required	Pending	Approver 5: FMO	Nairobi FMO Group		
Required	Pending	Approver 7: Final Approver	Nairobi Contracting Officers		

Requisition Comments

- COMMENT (ITEM 1) by **Eva A. Osingo** on *Tuesday, April 26, 2011 at 9:34 AM*
 USG PENSION FUND - CORPORATE PRINCIPAL OFFICER (CPO)

Human Resource Office would like to solicit the services of a new Corporate Principal Officer for the USG Local Pension Fund. Currently, the services are being offered by Kingsland Court and the contract expires in June 2011. Please solicit a new service provider. (Eva A. Osingo, Tue, 26 Apr, 2011)

- EDITS SAVED by **Carol Kidaman** on *Tuesday, April 26, 2011 at 3:14 PM* with comment
 RFQ SENT OUT, PROPOSALS EXPECTED BACK ON MAY 11,2011
 (Carol Kidaman, Tue, 26 Apr, 2011)