



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

November 30, 2010

Dear Prospective Offeror/Quoter,

Subject: Request for Quotation (RFQ) No. PR1052966

The American Embassy Nairobi, Kenya, has a requirement for a contractor to provide a quotation for **organizing the CDC warehouse**. 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 13, 2010 at 11.00AM marked as follows:-

1. **RFQ NO. PR1052966, PRICE PROPOSAL (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**
2. **RFQ NO. PR1052966, 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 1052966		2. DATE ISSUED November 30, 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 13, 2010			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)						7. DELIVERY			
AME JOHN KLIMOWSKI/MICHAEL NJOROGÉ				TELEPHONE NUMBER		FOB DESTINATION		OTHER (See Schedule)	
				AREA CODE 254		NUMBER 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)			QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		
	<p>Provide the quote for the following Item: Organize the warehouse by project are to ensure that all supplies are classified as per program</p> <p>Determine expiration dates of stored medical and laboratory supplies, input this information into the database, and notify programs of goods nearing expiration</p> <p>Conduct physical counts and reconcile with inventory of medical and laboratory supplies to establish a baseline inventory</p> <p>Identify expired and obsolete materials and arrange for auction, donation, or incineration</p> <p>Streamline the process of receiving and issuance of laboratory and medical supplies to projects</p> <p>Input data of current supplies into warehouse inventory management system</p> <p>Institute proper controls to prevent theft and/or loss of supplies</p> <p>Implement all recommendations and provide a transition report to the incoming warehouse manager</p>			1	LOT				
12 DISCOUNT FOR PROMPT PAYMENT			a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS		NUMBER	%
								ER	

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) 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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53.215-1(a)

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