

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 accepte !.

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

(THIS IS NO	JI AN ORDER)			SIVIA		CHASE SET-ASI	DD (32.21)		1			
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5A. ISSUED BY	SSUED 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. FO	OR INFORMATIO	N CALL: (Na	ıme and telepho	one no.) (No	colle t co	alls	7. DELI	IVERY				
					TELEPH	TELEPHONE NUMBER		DESTINATION	OTHER	(See Sche	dule)	
JOHN KLIMOWSKI/MICHAEL NJOROGE					AREA CODE 254	NUMBER 3636368						
		8.	TO:			l		9.	DESTINAT	TION		
			b. CO	MPANY			a. NAM	E OF CONSIGNEE				
						American Embassy, Nairobi Ke		bi Kenya	7/6/8 V/5			
c. STREET ADD P.O. Box	PRESS						b. STRI	EET ADDRESS				
CITY	25.54T.8.32W.0.00013			e. STATE	e. STATE f. ZIP CODE		c. CITY					
Nairobi, Kenya							d. STATE	e. ZIP CODE				
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NOTE:	Additional p	rovisions and representati	ons [] are [] are not a	attached.			
13 1	NAME AND ADDRESS OF Q	UOTER	14 SIGNATURE OF PERSON AUTHORIZED TO SIGN	15 DATE OF QUOTATION			
a. NAME OF QUOT	ER		QUOTATION				
b. STREET ADDRES	SS		16. SIGNER				
c. COUNTY			NAME (Type or print) JOHN KLIMOWSKI	b. TELEPHONE 3636000			
d. CITY	e. STATE	f. ZIP CODE	c TITLE (Type or print)	AREA CODE			
			CONTRACTING OFFICER	NUMBER			

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

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