



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

February 20, 2025

**REQUEST FOR QUOTATION (RFQ)**

The Embassy of the United States of America, Nairobi, (“Government”) invites all responsible firms (“vendors”) to submit a quotation in response to the solicitation below. Please refer to the attached Purchase Request for additional details.

Requirement Title: **MRU-Supply & Install MEMMERT Incubator ICP-CRC Lab Kericho**

Purchase Request Number: **PR15167555**

Solicitation Closing Date: **March 07, 2025, 4:30 PM EAT**

**Submission Instructions**

1. Quotes should be emailed to: [NairobiGSO-bids@state.gov](mailto:NairobiGSO-bids@state.gov) with a copy to: [owinoko@state.gov](mailto:owinoko@state.gov) by the closing date above. Questions regarding this notice should be sent to the same.
2. Please provide two separate attachments addressing the following: -
  - **PR15167555 - Financial Proposal:** This includes pricing information for all contract line items associated with this requirement.
  - **PR15167555 – Technical Proposal:** This entails technical details of proposal. The offer should ensure the proposed items meet the requirements, including:
    - Installation of the equipment and train staff on how to operate it.
    - 1-year warranty.
    - Letter of Authorization from Manufacturer as a local distributor.
3. The Delivery and Installation and Training **must be within 3 months after order award. Delivery is at US Embassy Warehouse off Kiambu Road at Ridgeways.**
4. Please ensure to provide a price for each contract line item. Incomplete quotes may be rejected. Do not include Value Added Tax (VAT) as U.S. Government purchases are zero-rated in accordance with the Ministry of Foreign Affairs, and the Government will not pay VAT charges.
5. Please review and complete the attached NDAA memo attesting to the use or non-use of prohibited telecommunication equipment and/or services.

## **Additional Information**

1. The Government intends to award a purchase order to the responsible vendor providing the lowest-priced, technically acceptable offer (LPTA) without derogatory past performance indicators.
2. Discussions with vendors are not anticipated; however, the Government may hold discussions with companies in the competitive range if there is a need to do so. Additionally, the Government may cancel this RFQ or any part of it at any time prior to contract award.
3. The Government generally pays vendors 30 days after receipt of goods and services and a valid invoice. Quotes that require prepayment or other terms may be rejected without consideration.
4. Quotes exceeding \$30,000 USD or the local equivalent require vendor registration [www.sam.gov](http://www.sam.gov). However, the Government recommends all vendors register and maintain an active account to ensure they are eligible for future RFQs.



**Leslie Marks**  
Contracting Officer