



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

March 3, 2025

REQUEST FOR QUOTATION (RFQ)

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

Requirement Title: **PR15192888 - CDC OD - Cleaning services for CDC offices at KEMRI Nrb**

Purchase Request Number: **PR15192888**

Solicitation Closing Date: **March 18, 2025, 4:30PM EAT**

Site Visit conference: **13th March, 2025 at 10:00 a.m.**

Submission Instructions

1. Quotes should be emailed to: NairobiGSO-bids@state.gov with a copy to: KamireGA@state.gov by the closing date above. Questions regarding this notice should be sent to the same.
2. The Subject line of your email should be: **PR15192888 - CDC OD - Cleaning services for CDC offices at KEMRI Nrb.**
3. The period of performance is **from March 25, 2025, through to February 25, 2026**
4. **Prospective offerors/quoters interested in attending the conference are required to submit their full names and ID numbers to KamireGA@state.gov no later than March 11th, 2025, at 8:00 AM Eastern Africa Time.**
5. 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 will not pay VAT charges.
6. 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. Technical acceptability is determined by a vendor’s ability to provide the items listed in the purchase request.
2. Discussions with offerors 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 offeror registration ww.sam.gov. However, the Government recommends all offerors register and maintain an active account to ensure they are eligible for future RFQs.

Leslie Marks

Contracting Officer