



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

08/31/09

Dear Prospective Quoter:

SUBJECT: Request for Quotation Number SKE500-09-Q-PRTBA– Black and White copie ; 220-240V/50-60HZ.

The Embassy of the United States of America invites you to submit a technical proposal for supply of **Black and White Copier, 220-240V/50-60HZ.**

Your proposal must be submitted in a sealed envelope marked "Quotation Enclosed" to **the contracting officer, American Embassy, United Nations Avenue, P.O Box 606-621, Nairobi on or before 5.00PM Wednesday September 9th, 2009.** Submit any questions you may have concerning this solicitation in writing by **Thursday September 3rd, 2009.**

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-18
2. Section A;
3. Additional information as required.

Direct any questions regarding this request for quotations to **John Klimowski**, by email or by telephone 254 20 3636000 during regular business hours.

Sincerely,

A handwritten signature in black ink, appearing to be 'JK', written over a horizontal line.

Contracting Officer

REQUEST NO. RFQ NO. PRTBA	2. DATE ISSUED 08/31/2009	3. REQUISITION/PURCHASE REQUEST NO. PRTBA	4. CERT. FOR NAT.	RATING
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5A. ISSUED BY American Embassy, General Services Office, P.O. Box 606 Village Market 00621 Nairobi, Kenya	6. DELIVER BY (Date) SEPTEMBER 09, 2009
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)	7. DELIVERY
NAME JOHN KLIMOWSKI/MICHAEL NJOROGÉ	X FOB DESTINATION OTHER (See Schedule)
TELEPHONE NUMBER AREA CODE: 254 NUMBER: 3636000	

8. TO:	9. DESTINATION
b. COMPANY	a. NAME OF CONSIGNEE
STREET ADDRESS	b. STREET ADDRESS
CITY	c. CITY
e. STATE	f. ZIP CODE
	d. STATE
	e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS.
September 09, 2009

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)
1	BLACK AND WHITE COPIER WHICH CAN MAKE 50 COPIES PER MINUTE. ALSO INDICATE COST OF SERVICING THE COPIER PER COPY. POWER SUPPLY <u>220-240VOLTS/50-60HZ.</u>	1	EACH		

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS NUMBER: %
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NOTE: Attached Additional provisions and representations [] are [] are not

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE NUMBER
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		