



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

September 4, 2009

Dear Prospective Offeror/Quoter,

**Subject: Request for Quotation (RFQ) No.PR 797142 – PASSENGER VEHICLES**

The American Embassy Nairobi, Kenya, has a requirement for a supplier/dealer/manufacturer to provide a quotation to supply the following

1. **PASSENGER VEHICLES – PR797142**

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, with all the required technical specifications and 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.

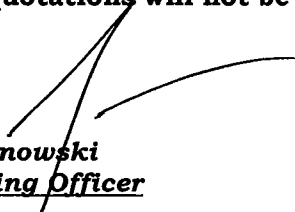
Your proposal must be submitted in two separate sealed envelopes on or before Monday September 14, 2009 at 3.00p.m marked as follows:-

1. **RFQ NO. PR797142, PRICE PROPOSAL (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**
2. **RFQ NO. PR797142, 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.**

To the Contracting Officer, 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.

**NB: FAILURE TO FOLLOW INSTRUCTIONS WILL LEAD TO THE  
DISQUALIFICATION OF THE PROPOSALS**

REQUEST NO. <b>PR 797142</b>	2. DATE ISSUED <b>09/04/09</b>	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5A. ISSUED BY <b>American Embassy, General Services Office, P.O. Box 606 Village Market 00621, Nairobi, Kenya</b>	6. DELIVER BY <i>(Date)</i>
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5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i>		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION    OTHER <i>(See Schedule)</i>	
NAME <b>JOHN KLIMOWSKI/JANE NJUNG'E</b>	TELEPHONE NUMBER		
	AREA CODE 254	NUMBER <b>3636000</b>	

8. TO:	9. DESTINATION
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b. COMPANY	a. NAME OF CONSIGNEE
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c. STREET ADDRESS <b>To Prospective Quoters</b>	b. STREET ADDRESS
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d. CITY <b>NAIROBI</b>	e. STATE	f. ZIP CODE	c. CITY	
			d. STATE	e. ZIP CODE

PLEASE FURNISH QUOTATIONS TO THE SUING OFFICE IN BLOCK 5A ON OR BEFORE LOSE OF BUSINESS <i>(Date)</i> <b>Monday 14, September, 2009,</b> <b>3.00 p.m</b>	<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any 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 Quotation must be completed by the quoter
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11. SCHEDULE *(Include applicable Federal, State and local taxes)*

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<b>Passenger vehicles</b>  <b>SEE ATTACHED SPECIFICATIONS</b>				

SCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
				NUMB 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					16. SIGNER	
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE	
					NUMBER	

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

**AUTHORIZED FOR LOCAL REPRODUCTION**

**STANDARD FORM 18 (Rev. 6-95)**

## **VEHICLE SPECS – REGULAR.**

1. 4X 4 SUV,VX, V8, GASOLINE ENGINE , DOHC, AUTOMATIC TRANSMISION, 8 SEATER, 5 DOOR WITH AIR CON, POWER STEERING, CENTRAL LOCK, POWER WINDOW, AND ABS. LEATHER SEATS. REAR SEATS FRONT FACING. WHITE IN COLOUR. QTY 2
  
2. COMMUTTER VAN, SUPER LONG WHEEL BASE, GASOLINE ENGINE, VVTI,2.7 LITRE, 5 SPEED ANNUAL TRANSMISION, AIR CONDITIONED WITH REAR COOLER UNIT, POWER WINDOW, CENTRAL LOCK, POWER STEERING, WHITE IN COLOUR. 9-10 SEATER WITH EXECUTIVE LEATHER SEATS. QTY 2