

Dear Vendor,

The American Embassy Nairobi, Kenya, has a requirement for a contractor to supply Color Copier/Black and White Machines as per attached detailed Scope of Work/ Requisition:-

The U.S. Government intends to award a contract/purchase order to a responsible/reliable company submitting an acceptable quotation at the reasonable price. 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 attachments addressed to: To the Contracting Officer, American Embassy, through OheraSA@state.gov; **on or before September 26, 2016 at 4.30pm**

The subject heading should be as follows:

1. ***RFQ NO. PR5718350/5718142 PRICE PROPOSAL (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).***
2. ***RFQ NO. PR PR5718350/5718142, 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.***

Any quotes received after the above date and time shall be disqualified.