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

April 22, 2016

SUBJECT: Solicitation Number SKE50016R0004 – MRU Kisian roof repair in Kisumu

The Embassy of the United States of America invites you to submit a proposal for MRU **Kisian roof repair in Kisumu.** If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236-27) and hold a pre-proposal conference. The Mandatory site visit and pre-bid conference will be held at Kisian in Kisumu on May 05, 2016 at 1300 hrs. Submit any questions you may have concerning the solicitation documents in writing by April 29, 2016. Responses will be sent in writing to all contractors on our list of interested parties. All vendors must organize their own transportation to and from Kisumu AND within Kisumu to the various.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to Contracting Officer, P.O Box 606, 00621 Nairobi **on or before by 1200 hours** on **May 13, 2016**. No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

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

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The construction completion time is **90 days**, commencing on **June 20, 2016**. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of **$ 100** per calendar day will be assessed until substantial completion of the project is achieved.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to the Contracting Officer by letter or by telephone +254 363 6084 during regular business hours.

Sincerely,

William Brown III

Contracting Officer