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

September 6th, 2016

Dear Prospective Offeror,

Subject: Request for Proposal number SKE50016R0007 for Make Ready Services

The Embassy of the United States of America, Nairobi, invites you to submit a request for proposal for make-ready services, painting, plumbing, electrical, carpentry, masonry, roofing and civil works for all residences of US Embassy Nairobi Kenya. If you would like to submit a proposal, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1442 that follows this letter.

The U.S. Embassy, Nairobi intends to conduct a pre-proposal conference/Site visit on September 20th, 2016 at 10:00 am. All prospective offerors who have received a solicitation package and are planning to bid are invited to attend. See Section 3 of the solicitation for instructions, date and time.

Your proposal must be submitted in two separate sealed envelopes i.e.

1. ***PRICE /FINANCIAL PROPOSAL***
2. ***TECHNICAL PROPOSAL QUALIFICATION(On plain paper and not company letter head)***

We shall require three copies of each document above.

This should be submitted on or before October 6th, 2016**, by 1600hrs.** Addressed to the **Contracting Officer, America Embassy United Nations Avenue, P. O. Box 606 Village Market, 00621, Nairobi Kenya,** indicating the solicitation number.

The U.S. Government intends to award a five (5) years contract to the responsible company submitting a technically acceptable proposal, with the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. Prior to contract award, the successful offeror(s) will be required to have a DUNS number and be registered in SAM/COR through the following sites: DUNS – www.dnb.com and SAM/CCR www.sam.gov.

Direct any questions regarding this solicitation to the **Contracting Officer, GSO-contracts@state.gov** during regular business hours.

Sincerely,

Wendy M. Washington
General Services Officer
U.S. Embassy, Nairobi
06 SEP 2016

Wendy M. Washington
Contracting Officer

Enclosure