

June 24, 2008

Dear Prospective Offeror/Quoter,

Subject: Request for Quotation (RFQ) No. S500-08-Q-2164

The American Embassy Nairobi, Kenya, has a requirement for a contractor to provide a quotation for **GPRS tracking system and fleet management system**. If you would like 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 at the 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 Tuesday 23rd, 2008 at 11.00am marked as follows:-

1. **S500-08-Q-2164, PRICE PROPOSAL (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number).**
2. **S500-08-Q-2164, 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.**
3. **MUST ONLY BE OPENED BY THE CONTRACTING OFFICER**

To the Contracting Officer, John Klimowski, 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