# Requisition Number: PR6837223

**Requisition Title: Estimates Needed for Conference/Lodging Facilities for FBI**

**Purchase Request: PR6837223**
**Request Type: Requisition**
**Requesting Office: AMERICAN EMBASSY NAIROBI**
Issued on Thu, 19 Oct, 2017
Created on Thu, 19 Oct, 2017 by Renee Reed

## Vendor:

NOVENDOR
,
UNITED STATES

## Ship To:

Department of State
U.N. AVENUE GIGIRI; PO BOX 606,00621
ATTN: GSO-WAREHOUSE - 1901.0
NAIROBI
KENYA

**Deliver To:**
Legat/U.S. Embassy

## ICASS:

| Number | ICASS Agency | Amount |
|---|---|---|
| 1 | DOJ - FBI - LEGATT, LEGAL ATTACHE - 1525.0 | $0.00 USD |

| Item | Description | Part Number | Unit | Qty | Need By | Unit Price | Extended Amount |
|---|---|---|---|---|---|---|---|
| 1 | **The Legat Office is hosting the 2018 FBI ...** | | each | 70 | Fri, 10 Nov, 2017 | $0.00 USD | $0.00 USD |

The Legat Office is hosting the 2018 FBI National Academy Retrainer from 06/18-23/2018 at Amboseli National Park. The Legat Office would like three estimates for lodging/conference facilities with the following requirements (subject to change):

1) $4,500 for venue fee
2) $500 per person for 5 nights (to include taxes)
2) Lodging to accommodate approximately 70 individuals
3) Conference facilities to accommodate approximately 70 individuals
4) Conference facilities to include PA system, audio visual equipment, overhead projector, laptop and flip charts
5) Wi-Fi throughout lodge/hotel
6) Secure Parking
7) Cancellation Fee
8) No deposit until funding approved by Department of Justice

The three locations to be requested estimates in the vicinity of Amboseli National Park are:

1) Amboseli Serena Safari Lodge
2) Amboseli Sopa Lodge
3) AA Amboseli Lodge

## Bill To:

Department of State
8900 NAIROBI PLACE
ATTN: FMC
WASHINGTON, DC 20521-8900
UNITED STATES

## Funding:

| Type | Percentage | Amount(Local Currency) | Amount(USD) | Details |
|---|---|---|---|---|
| Commodity Accounting Line | 100% | $0.00 USD | $0.00 USD | ---------- |

**Total** $0.00 USD

**Status: Submitted**

## Approvals

| Required | Status | Reason | Approver | Approved By | Date |
|---|---|---|---|---|---|
| Not Required | Ready | Approver 6: Watcher - Optional Approver | Nairobi Watcher Group | | |
| Required | Ready | Approver 3: Procurement Team | Nairobi Procurement Team | | |
| Required | Pending | Approver 4: B&F | Nairobi Accounting | | |
| Required | Pending | Approver 5: FMO | Nairobi FMO Group | | |
| Required | Pending | Approver 7: Final Approver | Nairobi Contracting Officers | | |

**Requisition Comments**

- Renee Reed, 11/03/2017:
  2018 FBI National Academy Retrainer at Amboseli National Park, Kenya from 06/18-23/2017.

  POC: Administrative Specialist Renee Reed, +254 724 249 666 (Renee Reed, Fri, 03 Nov, 2017)