



*Embassy of the United States of America*

Date: May 9, 2012

SUBJECT: Request for Quotations (RFQ) – Clinic Site Alteration

Dear Prospective Quoter:

The Embassy of the United States of America in Gaborone, Botswana has a requirement for a contractor to provide a **Multi-Site Solicitation per scope of work for each Task Site per the listing. Though the site may have different requirements the vendor will be referred to the specification section for any mandatory process, or method requirements. Separate bids will be submitted for each site on the bid format sheet provided at the end of each SOW (3 in total of 14 sites). If a section is not required the vendor may state.**

**NOTE: P & G, Provisional Sums and Contingencies will not be authorized. All specifications and work will be performed as per the scope for each section included in your bid.**

You are invited to submit a quotation. The Embassy Plans to award a purchase order. You are encouraged to make your quotation competitive. 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. Please read the RFQ carefully if you are interested in submitting a quotation.

**SITE VISIT/PRE-PROPOSAL MEETING**

Interested responsible parties are invited for a walk-thru Pre-Proposal meeting at **9:00 am, May 15, 2012 at CDC/BOTUSA Gaborone, plots 14818 Lebatlane Road, Phase 1, Gaborone West. (FAR 52.237-1)** Offerors or quoters are urged and expected to be at the site/Pre-proposal meeting to satisfy themselves regarding all general and local conditions that may affect the cost of contract, to the extent that the information is reasonably obtained. In no event shall failure to inspect the site/attend the meeting constitute grounds for a claim after contract award. **ALL INTERESTED AND QUALIFIED VENDORS ARE REQUESTED TO CONFIRM THEIR ATTENDENCE BY SENDING THE NAME OF THE COMPANY'S REPRESENTATIVE TO THE BELOW E-MAIL ADDRESSES BEFORE 2:00 PM, MONDAY MAY 14, 2012. ANY INFORMATION RECEIVED AFTER 2:00 PM TUESDAY MAY 14, 2012 WILL NOT BE CLEARED FOR ATTENDING THE PRE-PROPOSAL MEETING.**

Proposals/quotations must be addressed as follows:

**Multi-Site Solicitation – (CDC/BOTUSA)**  
American Embassy  
Gaborone  
Plot 8847/8/9  
Government Enclave

Your quotation must be hand delivered or emailed to the below e-mail address on or before May 29, 2012.

In order for a quotation to be considered, you must also submit the following:

1. Information demonstrating your ability to deliver on time
2. Evidence of needed resources to deliver
3. Evidence of relevant licenses and permits required by local law
4. List of prior clients and relevant past performance information
5. Brief explanation why your proposal
6. Names of the contact for this project

Direct any questions regarding this request for quotations to the Embassy Contracting Office telephone #: **373-2356** Fax: 395-3951 or email: [gabprocurement@state.gov](mailto:gabprocurement@state.gov) during regular business hours.