

Date: **August 27, 2013**

SUBJECT: Request for Quotations (RFQ) – Office Supplies

Dear Prospective Quoter:

The Embassy of the United States of America in Gaborone, Botswana has a requirement for a contractor to provide **Bathroom renovations at plot 31302. You are invited to submit a quotation per the Scope of Work attached without splitting/separating the order.** 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, and if you are interested, submit your quotation.

Your quotation must be hand delivered or emailed to the below e-mail address on or before **September 3, 2013.**

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 #: **3953-982**; Fax: 395-3951 or email: [gabprocurement@state.gov](mailto:gabprocurement@state.gov) during regular business hours.

## **SCOPE OF WORK.**

### **Plot 31302 Bathroom Renovations**

Remove existing tiling on all three bathrooms

Remove old bathtubs, shower doors, old fixtures

Retile all three bathrooms with identified ceramic tile

Replace all three bathtubs with new

Replace old Vanity with new

Replace old mirror cabinets with new

Replace all bathroom fixtures with new

Replace all extractor fans with new.

Tile guest bathroom to the ceiling

All new tiling and new fixtures will be identified by US Embassy Facility Management.

Remove debris from site

Clean area and test for leaks.

Expected Delivery Date: September 30, 2013