

United States Embassy
Democratic Republic of the Congo

23 August 2016

REQUEST FOR QUOTATION for **PR5622850 for grass/brush cutting** for large plot of land

Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for grass and brush cutting as described below.

We will conduct a pre-quotation site visit to the plot of land on 6 September at 1030.

If you wish to participate in the site visit, submit the following information to kinshasabid@state.gov on or before the close of business on September 1, 2016. If appropriate, we will contact you.

- The subject line of your e-mail of your request to attend the site visit should read exactly as follows.
 - o **PR5622850 for grass/brush site visit (and the name of your company)**

- Your name
- Title
- Company Name
- Telephone Number

Quotations are due on 13 September 2016, on or before 1715 local time. Send your bid to kinshasabid@state.gov.

- The subject line of your quotation submission e-mail should read exactly as follows.
 - o **PR5622850 for grass/brush proforma (and the name of your company)**

See the next page for bid instructions.

U.S. Government regulations require registration in the System for Award Management (SAM) before an award of \$25,000 or more can be made to a contractor.

An award, if one is made which is \$25,000 or more, will only be made to a vendor which is registered in the System for Award Management (SAM).

If you are registered in SAM, please provide proof upon bidding. We encourage all vendors which may bid either on this solicitation or in the future to start now and complete the SAM registration process. Please see our Embassy Contract Opportunities web page for additional details.

Please see the following page for a description of the service in which we are interested.

Also, please continue to watch our website for new postings and for updates to this and other procurement opportunities.

Sincerely,

The Contracting Officer

See below for more details

**The United States Embassy
Kinshasa, Gombe
Democratic Republic of the Congo**

PR5622850 for grass/brush cutting

The United States Embassy wishes to purchase ***grass/brush cutting services***.

If a purchase is made, an award will be made to the vendor which provides the lowest priced technically acceptable service.

Details Product or Service

Brush and grass cutting services on a plot of land in Kinshasa. Service will be rendered upon request.

Taxes/VAT

Do not quote taxes. The U.S. Embassy in Kinshasa has tax free status.

DUNS Number

Provide your DUNS number. If you do not have one, please see the U.S. Embassy Kinshasa website for details.

DUNS Number

Proforma Instructions

- Please complete your proforma invoice exactly as follows. Or use this sheet.

Service	US Dollar Price per Cutting	<u>Estimated</u> Number of times	US Dollars Total Cost
Brush and grass cutting		8	