

## LETTER TO PROSPECTIVE OFFERORS

June 6<sup>th</sup>, 2016

**US Embassy Helsinki  
Itäinen Puistotie 14  
00140 Helsinki, Finland**

Dear Prospective Offeror:

SUBJECT: Request for Quotes for Janitorial Services for real property owned or managed by the U.S. Embassy Helsinki, Finland.

The U.S. Embassy intends to award a firm fixed contract based on initial proposals per attached SOW, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Your proposal must be submitted electronically by email with the subject line "Janitorial Services, Enclosed" to HelsinkiProcurement@state.gov no later than June 27th, 2016 before 5:00p.m. (Helsinki Time).

The pre-bid site visit is scheduled on June 20<sup>th</sup>, 2016 at 10:00 a.m. (Helsinki Time). Participants will meet at the PCAC of the U.S. Embassy located at Itäinen Puistotie 14, Helsinki.

The names of the participants must be submitted not later than June 15th, 2016 at or before 10:00 a.m. (Helsinki Time) to HelsinkiProcurement@state.gov.

You may also elect to submit your proposal in hard copy marked for the attention of the "Monica E. Madrid - Contracting Officer – Solicitation for Janitorial Services, Enclosed", which may be delivered to the Embassy via mail. No proposal will be accepted after the cut-off date and time.

Direct any questions regarding this solicitation to HelsinkiProcurement@state.gov. Questions must be submitted in writing in English at or before 2:00p.m. (Helsinki Time) on June 15, 2016.

All bidders will be notified after the award.

Sincerely,

**Monica E. Madrid, Contracting Officer**