



P.O. Box 194  
Accra, Ghana

January 28, 2014

To: Prospective Quoters

**Subject: Request for Quotations number SGH100-14-Q-0003 Residential Gardening Services**

Enclosed is a Request for Quotations (RFQ) for Residential Gardening Services. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by *February 19, 2014 at 12:00 noon prompt.*

Sincerely,

A handwritten signature in cursive script that reads "Kelli Ketover".

Kelli Ketover  
Contracting Officer

Enclosure  
As Stated.