



*Embassy of the United States of America*

P.O. Box 194  
Accra, Ghana

November 12, 2014

**Dear Prospective Quoter/Offeror**

Subject: Request for Quotations Number SGH100-Q-15-0001

The United States Embassy in Accra, Ghana seeks expert legal services in the following specialty practice areas: local, municipal, regional, lands commission and any other federal residential, land, and or commercial real estate, zoning, rental, lease, purchase and sale transactions, development, law, regulations, rules, codes, permit process, and any government agency or commission process to periodically review and set rents. As it may pertain to land with a house owned by the Government of Ghana, Lands Commission and leased for occupancy by a foreign non-Ghana government tenant.

The Embassy invites you to submit a quotation for attorney services by providing information regarding lands commission rental and lease real estate transactions on behalf of foreign non-Ghana commercial or government tenants. You must submit your proposal in English by e-mail for the Embassy to receive no later than 4:00 PM, November 20, 2014 at [BabcockK@state.gov](mailto:BabcockK@state.gov), with the subject line: **Legal Services Quotation Enclosed**.

In order to consider your quotation and make an evaluation, you must include the following information about the firm: its history, number of lawyers; and a professional biography of each licensed attorney providing education, awards, credentials, specialties, professional memberships, works authored, and years of experience in the practice of law, or relevant business, teaching or government service.

In addition, the attorney firm must enclose the hourly rates for attending several days of negotiations, not to exceed fifty hours (50) per week.

Proposed dates of possible negotiation meetings subject to change are December 1- December 19, 2014. The firms must be available for a telephone interview with the Washington DC offices of Major Leasing and Office of Legal Advisor Building and Acquisitions and willing to sit for an interview in their offices prior to a contract.

Sincerely,

Kevin Babcock

Contracting Officer