



*American Embassy
Chanakyapuri
New Delhi-110021
Phone No. 91-11-24198728
Fax No. 91-11-24198278*

February 5, 2014

Dear Sir/Madam:

Subject: Request for Quotations number S-IN650-14-Q-0006

Enclosed is a Request for Quotations (RFQ) for providing Landscaping services to American Embassy, New Delhi, India. 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 newdelhibids@state.gov

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.

The Embassy intends to conduct a site visit (see section 3 – 52.237-1). All prospective offerors who have received a solicitation package are invited to attend. The site visit will be held at American Embassy, Gate # '7', Roosevelt House, Nayay Marg, Chankyapuri, New Delhi -110021, on February 12, 2014 at 1100 hours. Prospective offerors who desire to participate in the site visit should send their interest at vedij@state.gov, no later than 1000 hrs on or before February 10, 2014 for arranging entry of their participants into the building. No substitutions will be permitted later. Complete names and designations of the individuals participating in the site visit should be provided, and the participants must carry a valid ID proof like driving license or passport or voter ID card during the site visit.

All requests for clarification regarding this solicitation must be submitted in writing via E-mail at vedij@state.gov on or before February 11, 2014 by 1500 hours. Responses will be sent in writing to all contractors on our list of interested parties.

Your quotation must be submitted with the subject line "solicitation # S-IN650-14-Q-0006, "solicitation for providing landscaping services" to the above mentioned e-mail address. Please do not e-mail, your quotations at any other e-mail address except at newdelhibids@state.gov. **The deadline for receipt of quotations is 1700**

hours local time, on February 20, 2014. Quotation received after the due time and date shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

Please do not submit the entire copy of this solicitation with your quotation. For a quotation to be considered, you must complete and submit the following:

1. The covering SF-1449 form (Blocks 12, 17, 24 and 30). Blocks 23 and 24 should list the total value of the quote.
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Quotation not complying with the requirements specified in Section 3 may be deemed as incomplete and may be excluded from further consideration.

The performance period for completing the job is 70 working days, commencing as per schedule provided in Notice to Proceed letter. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of \$100 per calendar day will be assessed until substantial completion of the project is achieved.

The Contracting Officer reserves the right to reject any and all quotations and to waive any informality in quotations received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation at vedij@state.gov **during** regular business hours.

This solicitation requires registration with the System for Award Management (SAM) prior to award, pursuant to applicable regulations and guidelines. Registration information can be found at www.sam.gov.

Sincerely,


Edith A. Davis
Contracting Officer