*Embassy of the United States of America*
*Baghdad, Republic of Iraq*

January 22, 2012

To: Prospective Quoters

Subject: Request for Quotation Number S-IZ100-12-Q-0004 – Shredded Palm Frond Mulch

The Embassy of the United States of America invites you to submit a quotation for Shredded Palm Frond Mulch supply and delivery services to furnish to the U.S. Embassy in Baghdad, Iraq.

Enclosed is a Request for Quotations (RFQ) for Shredded Palm Frond Mulch supply and delivery services. If you would like to submit a quotation, follow the instructions in Section 4 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.

If you intend to submit a quotation, you should thoroughly examine all documents contained in the contract solicitation package.

Your quotation must be submitted electronically by email with the subject line "**Quotation S-IZ100-12-Q-0004 Enclosed**" to BaghdadGSOProcBid@state.gov on or before 12:00 noon (Baghdad Time) on February 20, 2012. You may also elect to submit your quotation in hard copy marked for the attention of the **"Contracting Officer – Quotation S-IZ100-12-Q-0004 Enclosed"**, which may be delivered to the Embassy Red CAC on Al Kindi Street between 0800 and 1500 on regular business days( Sunday to Thursday) and by 12:00 noon on the closing date of the solicitation. No quotation will be accepted after the cut-off date and time.

Complete the OFFER portion of the Standard Form 1449, including all blank spaces, and have the form signed by an authorized representative of your company, or the quotation may be considered unacceptable and may be rejected.

In order for a quotation to be considered, you must also complete and submit the following:

1. Section 1;
2. Section 5, Representations and Certifications;
3. All additional information as required in Section 4.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its quotation accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the specifications. Subcontractors and suppliers should not be referred to the Embassy for determining the amount or quantities of materials required.

The U.S. Government reserves the right to reject any and all quotations and to waive any informality in quotations received.

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 20, 2012 on or before 12:00 noon (Baghdad Time).

Sincerely,

Joseph D. Hogan
Contracting Officer

Enclosure