



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

September 11, 2012

To: Prospective Offerors

Subject: Solicitation Number S-IZ100-12-Q-0065 for Supply, planting and maintenance of 85 shade trees at Baghdad Diplomatic Support Center (BDSC).

Enclosed is a Request for Quotations (RFQ) for the supply, planting and maintenance of trees at BSDC. If you would like to submit a quotation, follow the instructions in Section 3 of the attached Request for Quotation (RFQ).

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

Your quotation must be submitted electronically by email with the subject line "**RFQ No. S-IZ100-12-Q-0065 Enclosed**" exclusively to BaghdadGSOProcBid@state.gov on or before 12:00 noon (Baghdad Time) on September 21, 2012. You may also elect to submit your quotation in hard copy marked for the attention of the "**Contracting Officer – RFQ No. S-IZ100-12-Q-0065 Enclosed**", which may be delivered to the Embassy Red CAC on Al Kindi Street between 0800 and 1500 on regular business days, and by 12:00 noon on September 21, 2012. **No quotations will be considered if delivered to any addresses other than those stated above, and no proposals will be accepted after the solicitation closing date and time.**

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

A Site visit will be held for this project as per the information and instructions provided in Addendum To Solicitation Provisions - FAR And DOSAR Provisions Not Prescribed in Part 12
52.237-1 - Site Visit (APR 1984).

In order for a quotations 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 3 and 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 proposal accordingly. Please be advised that each offeror is responsible for furnishing complete information to its subcontractors and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

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.

Direct any questions regarding this solicitation to BaghdadGSOProcurement@state.gov. Questions must be submitted in English on or before 12:00 noon (Baghdad Time) on September 17, 2012.

Sincerely,



Richard Price
Contracting Officer

Enclosure: Solicitation # S-IZ100-12-Q-0065