



United States Consulate General

Erbil, Iraq

August 13, 2013.

To: Prospective Quoters

Subject: Request for Proposals Number PRE-S-1Z250-13-R-0013 – For Gardening Contract at U. S. Consulate General, Erbil, Iraq.

Enclosed is a Request for Proposals (RFP) for gardening services at the U. S. Consulate General, Erbil. If you would like to submit a proposal, 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 proposal 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.

The pre-proposal conference and site visit will be held on **the 28th of August, 2013 at 10.00am local time**, at the U. S. Consulate General, located at #413 Ishtar Street, Ankawa, Erbil, Iraq. Prospective offerors should fill out the attached **Pre-proposal Conference/Site Visit Registration Form** and send it to the Contracting Officer via our e-mail at ErbilProBid@STATE.GOV and copy AimhionotaCCTDY@state.gov no later than **August 26th, 2013 at 12.00 noon, local time**.

Your proposals should be submitted electronically by e-mail with the subject line **“Proposal #PRE-S-1Z250-13-R-0013 Enclosed”** to ErbilProBid@state.gov, on or before 12:00 noon (Local Time) of **September 13, 2013**. You may also elect to submit your proposal in hard copy marked for the attention of the **“Contracting Officer – Proposal #PRE-S-1Z250-13-R-0013 Enclosed”**, which may be delivered to the U. S. Consulate General, #413 Ishtar Street, Ankawa, Erbil; between 0900 and 1500 hours on regular business days (Sunday to Thursday) and by 12:00 noon on the closing date of the solicitation. **No proposal will be accepted after the cut-off date and time.**

If you have any question on this solicitation, please contact us via the same above e-mail addresses and clarification which will be made available to all prospective offerors.

Deadline for submission of proposals is **September 13th, 2013 at 12.00 noon, local time.**

Sincerely,

Matthew Taylor
Contracting Officer

Enclosure
As Stated.