



*Embassy of the United States of America*

*Manila, Philippines*

September 29, 2014

Dear Prospective Offeror:

**SUBJECT: Solicitation Number SRP380-14-Q0131  
Janitorial and Cleaning Services for Government-owned and Leased Properties**

The Embassy of the United States of America invites you to submit a quotation for Janitorial and Cleaning Services for Government-owned and Leased Properties.

An organized site visit has been scheduled for **October 2, 2014, 3:00PM**. Prospective offerors/quoters are requested to assemble at *1:45pm* at the US Embassy Manila Roxas Boulevard Gate, Seafront Compound, Pasay City. The Embassy will provide transportation from Seafront Compound to the project site and return. For preparation of access clearance, offerors are requested to submit through fax number (632) 548-6762 the name(s) of their representatives (please limit to two), no later than 10:00AM of October 1, 2014. Entry to U.S. Government facility will not be permitted without prior approval.

A pre-proposal conference to discuss the requirements of this solicitation will be held on **October 3, 2014, 9:00AM** at the GSO Conference Room, US Embassy Seafront Compound, Roxas Blvd., Pasay City.

All prospective offerors who have received a solicitation package are invited to attend.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer on or before **4:00PM on October 14, 2014**. No quotations will be accepted after this time.

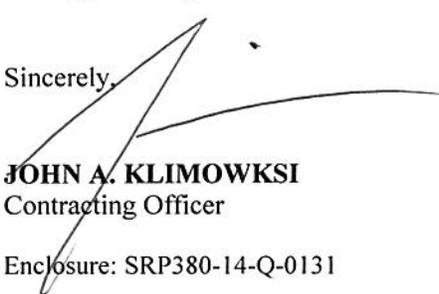
For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Prices
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to Procurement Agent, Bryan Nicklaus I. Gatmaitan by letter or by telephone 832-0826 during regular business hours.

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.

Sincerely,

  
**JOHN A. KLIMOWKSI**  
Contracting Officer

Enclosure: SRP380-14-Q-0131

Review Clearance: CSMecabalo / Drafter: KGCAIcantara