



Port Louis, Mauritius  
October 12, 2016

Dear Prospective Quoter:

Subject: Request for Quotations number SMP100-17-Q-1001

Enclosed is a Request for Quotations (RFQ) for Gardening Services at the following residences:

**Chief of Mission Residence, located in Vacoas (CMR)**  
**Deputy Chief of Mission Residence located in Floreal (DCR)**

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 the email 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 quotation at the lowest price. We intend to award a contract/purchase order 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 pre-proposal conference and all prospective companies will be invited to attend. The conference will be held at the Embassy official residences, Vacoas on October 21, 2016 at 9.30am and on the same day at Floreal at 10.30 am. Please call on below numbers to confirm your attendance:

Claude How: Email: [howcx@state.gov](mailto:howcx@state.gov) - Tel. No. 230 202 4428

Breenda Rajinundun: Email: [rajinundunbx@state.gov](mailto:rajinundunbx@state.gov) - Tel. No. (230) 202 4429

Any questions regarding this solicitation must be sent to the Contracting Officer, Mrs. Kimberly Harmon, U.S. Embassy, Port Louis by email: [HarmonKR@state.gov](mailto:HarmonKR@state.gov) .

Quotations are due by November 21, 2016 at 16:00 hours

Sincerely,

  
Kimberly R. Harmon  
Contracting Officer

Enclosure: As Stated.