



*Embassy of the United States of America*

Plot 1075 Diplomatic Drive,  
Central Business District  
Abuja, Nigeria.

February 27, 2015.

To: Prospective Offerors/Quoters.

**Request for Proposal #SNI014-15-R-0002 – Solicitation for Copier Maintenance Contract.**

Enclosed is a Request for Proposal (RFP) for photocopier maintenance contract for all offices belonging to U. S. Embassy, Abuja.

If you would like to submit a proposal, you should thoroughly examine all the documents contained in the solicitation package, follow the instructions in Section 3, complete the required portions of the attached document, and submit your offer to the Contracting Officer via the e-mail address stated in Section 15 of the Standard Form (SF) 1449 that follows this letter.

The U.S. Embassy intends to award a contract/purchase order to the responsible company submitting an acceptable proposal at the lowest price. We intend to award a contract/purchase order 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.

Questions on this solicitation should be sent to the Contracting Officer at [Abujaprourement@state.gov](mailto:Abujaprourement@state.gov) no later than March 6, 2015, and answers/clarification would be provided to all interested offerors. Please include the solicitation number (**SNI014-15-R-0002**) on the subject line of any e-mail on this solicitation.

Proposals are due by 4.00 pm (Local Time) March 20, 2015.

Sincerely,

  
Brand, Paul E  
Contracting Officer.