



United States Department of State

Washington, D.C. 20520

November 12, 2014

To: Prospective Quoters

Subject: Request for Quotations number *SSF-500-15-Q-0001 – Janitorial Services*

Enclosed is a Request for Quotations (RFQ) for Janitorial Services. If you would like to submit a quotation for the listed services, 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 Consulate General intends to conduct a site visit and pre-proposal conference on Monday, December 1, 2014 at 10:30 am at the U.S. Consulate General, 1 Sandton Drive.

Please contact Monica Nagley by e-mail at NagleyM@state.gov or phone at: 011-290-3321, Andrea Hammond (011-290-3128) or the General Services Officer, David Yadron, YadronDW@state.gov at: 011-290-3155 concerning the site visit.

Your proposal must be submitted in a sealed envelope marked “Proposal Enclosed” to the Contracting Officer: David W. Yadron, U.S. Consulate General Johannesburg, 1 Sandton Drive.

Proposals are due by 12:00 noon Friday, January 9, 2015. No proposal will be accepted after this time.

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The U.S. Government intends to award a contract/purchase order 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.

Sincerely,



David W. Yadron
Contracting Officer



Enclosure: As Stated