American Embassy
110 Ataturk Bulvari
Ankara, Turkey

Phone : (312) 457 73 55
Fax No. : (312) 457 73 91

GSO/ACQUISITIONS

VIA Embassy Web Site

Date : 4/13/2015
Solicitation No. : STU150-15-Q-3000 (PR4189814)
Solicitation Name : Proposal Request for Gardening Service

Dear Prospective Bidder,

Enclosed is a Request for Quotations (RFQ) for gardening services. If you would like to submit a proposal, follow the instructions in Section 3 of the solicitation and complete the required portions of the attached document.

A **pre-proposal conference** has been scheduled for April 20th, 2015 at 10:30 a.m. at the U.S. Embassy, entrance through gate no.1 at 10:15 a.m and a **site visit** on the same day at 1:15 p.m. starting at Kemer 19, GOP. Attendees should report the names of their attendees to Meral Yalhi (YalhiM@state.gov) and Sezin Colak (ColakS@state.gov)by 10:00 a.m. on April 16th, 2015. Direct any **questions** regarding this solicitation in writing to Elizabeth Sweet, Contracting Officer, questions must be written in English and may be sent to email SweetE@state.gov and Yalhim@state.gov on or before May 7th, 2015.

Please **submit your proposal** in a sealed envelope marked "Quotation Enclosed" to the warehouse address (314. Sok., No: 11, Kirkonaklar, Ankara) and electronically to SweetE@state.gov and Yalhim@state.gov. The deadline for receipt of proposals is 10:00 AM local time, on May 13th, 2015. No quotations will be accepted after this time. In order for a proposal to be considered, you must also complete and submit the following:

- SF-1449 (block 17, 24 and 30). Block 24 should list the total value of the quote for the base year and the option years.
- Section 1, The Schedule & Pricing
- Section 5, Representations and Certifications
- Additional Information as required in Section 4.

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 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,

Elizabeth Sweet
Contracting Officer