



Embassy of the United States of America

September 12, 2016

4, Igor Sikorsky St.,
Kyiv, 04112, Ukraine

SUBJECT: Request for Quotation SUP300-16-Q-0016
Gardening and Snow Removal Services at Chief of Mission Residence, Kyiv

Dear Prospective Quoter:

The Embassy of the United States of America invites you to submit a quotation for gardening and snow removal services at Chief of Mission Residence located at 5 Pokrovska St., Kyiv, Ukraine.

The Embassy intends to conduct a site-visit on September 20, 2016 at 14:00 at 5 Pokrovska St., and all prospective quoters are invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Submit your quotation in by e-mail on or before **18:00 September 27, 2016** to KyivGSO@state.gov with subject line "Gardening and Snow Removal Services at CMR, Kyiv". No quotations will be accepted after this time.

In order for a quotation to be considered, you must complete and submit the following:

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

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable offer 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.

Direct any questions regarding this solicitation to Alla Biguniak, Contracting Assistant by e-mail KyivGSO@state.gov or by phone +38044-521-5579 during regular business hours.

Sincerely,



Joey Klinger,
Contracting Officer