GSO/Contracting unit

Lusaka, Zambia

August 6, 2014

To: Prospective Offerors

Subject: Request for Quotations for Solicitation Number SZA600-14-PR3596322 for Cleaning Supplies

The Embassy of the United States of America invites you to submit bids for Supply and Delivery of Cleaning Supplies at New Embassy Compound in Ibex Hill.

The U.S. Government intends to contract the works to one responsible company submitting an acceptable quotation with fair and reasonable prices. We intend to award the purchase order based on the initial quotation without holding discussions, unless necessary to do so.

Quotations will be due no later than **1700hrs Thursday August 14, 2014** after which we will be unable to receive bids. Failure to submit quotations by the stipulated time will disqualify any company for consideration.

Delivery periods must be clearly specified in the quotations.

Refer to the attached documents and submit a complete quotation respectively in a sealed envelope marked **"SUPPLY AND DELIVERY OF CLEANING SUPPLIES"** to: The Contracting Officer, American Embassy Lusaka, Stand 694 Lot 100 Ibex Hill Road. P.O. Box 31617, Lusaka.

Alternatively bids can be e-mailed to Lusaka GSO Procurement

At Lusaka-Procurement@state.gov and copy Melodene Zulu at

E-mail: zulums@state.gov

Sincerely,

Paul Stenseth

Contracting Officer

Enclosures: SZA600-14-PR3596322