



GSO/Contracting unit

Lusaka, Zambia

August 8, 2014

To: Prospective Offerors

**Subject: Request for Quotations for Solicitation Number SZA600-14-PR3594199 for Drums and Toners**

The Embassy of the United States of America invites you to submit bids for Supply and Delivery of Computer Toners 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 Monday August 18, 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 DRUMS AND TONERS**" 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](mailto:Lusaka-Procurement@state.gov) and copy Melodene Zulu at

E-mail: [zulums@state.gov](mailto:zulums@state.gov)

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Stenseth".

Paul Stenseth

Contracting Officer

**Enclosures: SZA600-14-PR3594199**