American Embassy Lusaka
General Services Office
Subdivision 694/Stand 100
Ibex Hill Road, Kabulonga
Lusaka
P.O. Box 31617
Tel.: +260-211-357000
Fax: +260-211-357224
Email: Lusaka-GSO-Contracts@state.gov

April 10, 2014

Dear offeror:

Subject: **Request for Quotation Number SZA600-14-Q-0009 – Gardening Services for the US Embassy Lusaka**

Enclosed is a Request for quote (RFQ) for Gardening services. If you would like to submit a quote, follow the instructions in Section 4 of the Solicitation, complete the required portions of the attached document.

Please submit your offer in a sealed envelope marked "quotation Enclosed" for the attention of the Contracting Officer to the above address by **16:00 hours on May 12, 2014.** No offers will be accepted after this time.

In order for an offer 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 offer for the base year and the option year.
Section 1, The Schedule
Section 5, Representations and Certifications
Additional Information as required in Section 4.

A pre-proposal conference has been scheduled for **April 17, 2014, at 11:00 hours** at the U.S. Embassy General Services Office, Lusaka, Zambia. All prospective offerors who have received a solicitation package will be invited to attend. If you would like to attend, please send your name, company and NRC / ID number to the American Embassy Lusaka via email: Lusaka-GSO-Contracts@state.gov by 12:00 noon on April 16, 2014

Direct any questions regarding this solicitation in writing to the Contracting Officer, questions must be written in English and may be sent to: Lusaka-GSO-Contracts@state.gov

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial offers, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,

Gary Brazeau
Contracting Officer