



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](mailto:Lusaka-GSO-Contracts@state.gov)

May 22, 2014

Dear offeror:

**Subject: Request for Quotation Number SZA600-14-Q-0008 – Cleaning Services for the US Embassy Lusaka**

Enclosed is a Request for Quotation (RFQ) for Cleaning 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 quote in a sealed envelope marked "Quotation Enclosed" for the attention of the Contracting Officer to the above address by **16:00 hours on June 23, 2014**. No quotations 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 **June 10, 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](mailto:Lusaka-GSO-Contracts@state.gov) by 12:00 noon on **June 09, 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](mailto: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,

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

Paul Stenseth  
Contracting Officer