



*GSO/Contracting Unit*

*Lusaka, Zambia*

*June 12, 2014*

Dear Prospective Bidder:

**SUBJECT: Request for Architect/Engineer Qualifications**

Architect/Engineer services are needed for Three USAID-owned Properties. We will select an Architect/Engineer firm based on technical qualifications. Firms wishing to be considered for this project should submit the attached Standard Form 330. I have attached instructions for completing this form.

We will evaluate firms based on:

- Relevant, professional qualifications of the firm for the type of work required;
- Specialized experience and technical competence in the type of work required;
- Demonstrated success on similar projects in terms of quality of work and compliance with schedules;
- Capacity to accomplish work;
- Knowledge of locality of project; and,

Licensed Membership of relevant professional bodies in Zambia namely the Zambia Institute of Architects, Engineering Institution of Zambia and Surveyors Institution of Zambia.

Please submit a completed Standard Form 330 by 16:00hrs or before on Wednesday *25<sup>th</sup> June, 2014*. Resumes of key individuals may be attached to this form.

If you have any questions on this please give me at call at *0211 357000*.

Sincerely,

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

Paul Stenseth  
Contracting Officer