



GSO/Contracting Unit

Lusaka, Zambia

August 12th, 2014

Dear Prospective Bidder:

SUBJECT: Request for Architect/Engineer Qualifications

Architect/Engineer (A/E) services are needed by the American Embassy for A/E conceptual design of two residential compounds containing up to twelve homes each in Lusaka, Zambia. We will select an A/E firm based on technical qualifications and history of successful completion of similar projects. 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 Friday 22nd August, 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 dark ink, appearing to read "Paul Stenseth", written over a horizontal line.

Paul Stenseth
Contracting Officer