



JUNE 22, 2015

**AMERICAN EMBASSY LUSAKA
SUBDIVISION 694/ LOT 100
IBEX HILL
LUSAKA, ZAMBIA**

SUBJECT: Solicitation Number SZA600-15-PR-4406763 - Make Ready Services for 9054 lake road and 62 Sable roads.

The Embassy of the United States of America invites you to submit a proposal for the **proposed make ready services for 9054 lake road and 62 sable road.**

- 1. Lot 1 – House 9054 Lake Road, Woodlands,, Lusaka**
- 2. Lot 2 –House 62 Sable Road, Kabulonga , Lusaka**

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236-27). All prospective offerors who have received a solicitation package are invited to attend. The site visit will be held at the residences, starting with 9054 Lake road at 14.00hrs and 62 Sable Road at 15.30hrs on Thursday June 25, 2015

Submit* the names and NRC numbers of attendees no later than **Wednesday June 24, 2015 on or before 16:00hrs Local Time.*

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed Solicitation Number SZA600-15-PR-4406763 - Make Ready Services for 9054 lake road and 62 Sable road "To Aisha O'Neal, American Embassy Lusaka, Stand 694/Lot 100, Ibex Hill, Lusaka, Zambia on or before 16:00hrs Local Time **on Thursday July 2, 2015.** No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section B and Attachment 4, Proposal Breakdown by Divisions;

2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The construction completion time is **15 calendar days overall, with work carried out concurrently (Lot 1 in 15 days, Lot 2 in 15 days)** commencing 10 days after issuing a *Notice to Proceed*. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of **US\$100.00 per house** per calendar day will be assessed until substantial completion of the project is achieved.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to Aisha O'Neal by letter or by telephone on 0260 211 357000 during regular business hours.

Sincerely,



Aisha O'Neal
Contracting Officer