



US Embassy Lusaka
GSO/Contracting Unit
Lusaka, Zambia

July 26, 2012

Dear Prospective Quoter:

Subject: Request for Quotations number SZA600-12-Q- PR1907720

The Embassy of the United States of America invites you to submit a quotation for Routine Elevator Maintenance.

The Embassy intends to conduct a pre-quotation conference on **August 8, 2012 at 11:00a.m** at the American Embassy premises. Please contact us at this e-mail address: Lusaka-Procurement@state.gov with the names and NRC numbers of the people that will be attending by 14hr00 on **August 7, 2012**.

Your quote must be submitted electronically by email with the subject line "Quote SZA600-12-Q- PR1907720 Enclosed" exclusively to Lusaka-Procurement@state.gov on or before 16:00 (Lusaka Time) on August 15, 2012. You may also wish to submit your proposal in hard copy marked for the attention of the "Contracting Officer - Quote SZA600-12-Q- PR1907720 Enclosed" which may be delivered to Embassy service CAC on Subdivision 694/Stand 100, Ibex Hill Road Kabulonga District between 0800 and 1500 Mondays through Thursdays and 0800 to 1000 on Fridays, and by 12:00 noon on August 15, 2012. No quotes will be considered if delivered to any other addresses than those stated above, and no quotes will be accepted after the solicitation closing date and time.

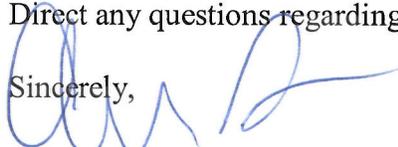
The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there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

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

1. SF-1449 (block 17, 24 and 30). Block 24 should list the total value of the quote for the base year and the option years.
2. Section 1: The Schedule
3. Section 5: Representations and Certifications
4. Additional Information as required in Sections 3 and 4.

Direct any questions regarding this solicitation by email to Lusaka-Procurement@state.gov

Sincerely,


Amanda Dixon
Contracting Officer

Enclosures: SF-1449 & SZA600-12-Q-0001