American Embassy Lusaka
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Lusaka
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Email: Lusaka-GSO-Contracts@state.gov

January 9, 2013

Dear Prospective Quoter:

SUBJECT: **Solicitation Number SZA600-14-Q-0001**

Enclosed is a Request for Quotations (RFQ) for Travel Management Services. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the solicitation document, and submit it to the address shown on the Standard Form 1449 attached to the solicitation.

There will be a pre-proposal meeting at the US Embassy in Lusaka at 11:00 hours on January 22, 2014. If you are interested in attending, submit your name, ID number and company name to LusakaGSOProcurement@state.gov and copy MwanuamoET@state.gov by 14:00, on January 21, 2014.

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.

Quotations are due by **February 10, 2014** at **16 hours Zambian Time**. Quotations should be submitted at the Service Compound Access Control (service- CAC).

Direct any questions regarding this solicitation to Mr. Paul Stenseth, Contracting Officer by Email: LusakaGSOProcurement@state.gov during regular business hours.

Sincerely,

Gary Brazeau
Contracting Officer