



American Embassy Lusaka
General Services Office
Subdivision 694/Stand 100
Kabulonga Road, Ibex Hill
Lusaka
P.O. Box 31617
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Email: LusakaGSOContracts@state.gov

February 3, 2014

Dear Prospective Quoter:

SUBJECT: Sea Freight Tender – Walvis Bay Namibia to US Embassy Lusaka, Zambia

Enclosed is a tender for Freight Forwarding Services. If you would like to submit a quotation, follow the instructions set below. The company tendering for this service should:

1. Have presence or ability to do business in Namibia and Zambia
2. Be financially sound, proof should be provided by submission of a 3 months bank statement.
3. Be able to move cargo seamlessly from Walvis Bay to US Embassy Lusaka, Zambia
4. Have a specific transporter
5. Be able to move US Embassy cargo without consolidating it with goods other than that belonging to the US Embassy Lusaka
6. Be able to complete the entire cycle within 21 days maximum, from start to finish including the return of containers.

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 **March 4, 2014 at 16 hours Zambian Time**. Quotations should be submitted at the Service Compound Access Control (service- CAC), Plot 694/Lot 100, Kabulonga Road, Ibex Hill, Lusaka, Zambia or courier to the same address.

Direct any questions regarding this tender to Mr. Paul Stenseth, Contracting Officer by Email: LusakaGSOContracts@state.gov .

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Stenseth", written over a horizontal line.

Paul Stenseth
Contracting Officer