American Embassy Lusaka
General Services Office
Subdivision 694/Stand 100
Kabulonga
Ibex Hill Road,
Lusaka
P.O. Box 31617
Tel.: +260-211-357000
Fax: +260-211-357224
Email: Lusaka-GSO-Contracts@state.gov

November 21, 2012

Dear Prospective Offeror:

SUBJECT: Solicitation Number SZA600-13-R-0001 - Shipping/Packaging Services

The Embassy of the United States of America in Lusaka invites you to submit a quotation for Shipping and packaging and other related services originating from, consigned to, routed through, and/or moved within the geographic area (s) of Lusaka, Zambia. The Embassy intends to award multiple contracts for these services.

The Embassy intends to conduct a pre-quotation conference at the site on **November 28, 2012 at 11:00 AM,** and all prospective offerors who have received a solicitation package will be invited to attend. If you would like to attend, please send your name, company and NRC / ID number to the American Embassy Lusaka via email: Lusaka-GSO-Contracts@state.gov.. Please see section 4 of the RFQ for the evaluation criteria that will be used to evaluate your submission. Also fill in the pricing on pages 3 to 7 of the solicitation.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" for the attention of Contracting Officer, American Embassy Lusaka, subdivision 694/ Stand 100, Ibex Hill, **between 14:30PM and 16:00 PM on December 27, 2012**. No quotations will be accepted after this time.

For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to the Contracting Officer, by letter or telephone +260-211-357000 during regular business hours.

Sincerely,

Carlos Bras
Contracting Officer