US Embassy Lusaka
GSO/Contracting Unit
Lusaka, Zambia

July 26th, 2013

Dear Prospective Quoter:

Subject: **Request for Quotations number SZA600-13-Q-2658899 KITCHEN REMODELING WORKS.**

The Embassy of the United States of America invites you to submit bids for Kitchen Remodeling Works. To facilitate this, a site visit has been arranged for this coming **Thursday August 1st, 2013 at 14:30hrs** and will start from 15E Roan Road and later proceed to the other two residences.

Therefore, kindly **advise us by Tuesday July 30, 2013 16:00hrs or early** a list of your personnel details i.e. Name and NRC details for you staff attending this site visit. This is required to facilitate access clearance in advance.

Enclosed is a Request for Quotations (RFQ). Your quote must be submitted with the subject line "Quote **SZA600-13-Q-2658899 KITCHEN REMODELING WORKS.**_Enclosed" on or **before 10:00 hours** (Lusaka Time) on **Thursday August 8th, 2013**.Ensure it is clearly marked for the attention of the "Contracting Officer. Deliver your bid document to the Embassy service CAC on Subdivision 694/Stand 100, Ibex Hill Road Kabulonga District. 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.

Please note that a split award may be an option depending on the prices and completion periods offered.

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

Sincerely,

Paul Stenseth
Contracting Officer

Enclosures: **SZA600-13-Q-2658899**