



APRIL 23, 2015

To: Prospective Offerors

**SUBJECT: REQUEST FOR QUOTATIONS – PR NUMBERS 4285381 AND 4279209 FOR TREE CUTTING SERVICES**

The United States Embassy in Lusaka wishes to invite you to quote for the removal of dead wood from tree limbs at 16D Leopards Hill Road and removal of bamboo plantation and dead wood from trees at 55 Kabulonga Road.

To submit quotations, prospective offerors must attend a site visit that has been arranged for Thursday April 30, 2015 from 10:00hrs to 11:30hrs. Please submit personnel details to Njawa Lungu on phone number 0211-357000 or email: [lungun@state.gov](mailto:lungun@state.gov) (i.e. Identity card number, full name and company name) by Wednesday, April 29, 2015, before 14:00hrs to facilitate pre-clearance.

The U.S. Government intends to contract the works to one responsible company submitting an acceptable quotation with fair and reasonable prices. We intend to award the purchase order based on the initial quotation without holding discussions, unless necessary to do so.

Quotations will be due no later than 16:00hrs, Monday May 04, 2015 after which we will be unable to receive bids. Failure to submit quotations by the stipulated time will disqualify any company for consideration.

Completion periods must be clearly specified in the quotations.

Please submit a complete quotation in a sealed envelope marked **“REMOVAL OF DEAD WOOD FROM TREE LIMBS AT 16D LEOPARDS HILL ROAD AND REMOVAL OF BAMBOO PLANTATION AND DEAD WOOD TREES AT 55 KABULONGA ROAD:** to The Contracting Officer, American Embassy Lusaka, Stand 694 Lot 100 Ibex Hill Road. P.O. Box 320065, Lusaka.

Sincerely,

A handwritten signature in blue ink, appearing to read "Aisha O' Neal".

Contracting officer

Aisha O' Neal