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

January 10, 2014

Dear Prospective Quoter:

SUBJECT: **Solicitation Number SZA600-14-Q-0004 For Septic Tank Emptying Services**

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

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 12, 2014** at **16 hours Zambian Time**.

The Embassy intends to conduct a pre-quotation conference, and all prospective quoters who have received a solicitation package are invited to attend. The pre-proposal conference will take place on **January 23, 2014 at 11:00 hours.** All interested should send their names, ID numbers and Company names to LusakaGSOProcurement@state.gov by **January 22, 2014 at 12:00 hours.**

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

Sincerely,

Paul Stenseth
Contracting Officer