



US Embassy Lusaka
GSO/Contracting Unit
Lusaka, Zambia

January 10th, 2014

Dear Prospective Quoter:

Subject: Request for Quotations No. SZA600-14-Q-3076677 CONSTRUCTION OF PLAYGROUND MATS.

The Embassy of the United States of America invites you to submit bids for **Construction of Playground Mats**. To facilitate this, a site visit has been arranged for this coming **Wednesday January 16, 2014 at 14:30hrs** and will start from Sunningdale Residential Compound and later proceed to the New Embassy Compound.

Therefore, kindly **advise us by Tuesday January 15th, 2013 10:00hrs 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 **SZA600-14-Q-3076677 PLAYGROUND CONSTRUCTION WORKS**. Enclosed" on or **before 10:00 hours** (Lusaka Time) on **Thursday January 24th, 2014**. 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 LusakaGSOProcurement@state.gov;

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Brazeau", with a long horizontal line extending to the right.

Gary Brazeau
Contracting Officer

Enclosures: **SZA600-14-Q-3076677**