



EMBASSY OF THE
UNITED STATES OF AMERICA
LUSAKA, ZAMBIA

July 11, 2016

Dear Prospective Offeror:

SUBJECT: Solicitation Number SZA600-16-Q-0010

The Embassy of the United States of America invites you to submit a proposal for Residential Cleaning Services for all Official Residences.

The Embassy intends to conduct a pre-proposal conference at the site, and all prospective offerors who have received a solicitation package will be invited to attend. See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed- Residential Cleaning Services" to the **Contracting Officer P.O. Box 320065** on or before 16:00 on July 28, 2016. No proposal will be accepted after this time.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-1449
2. Section B, Pricing Schedule
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to the Contracting Officer via email to Lusaka-GSO-Contracts@state.gov or by telephone +260211 357000 during regular business hours.

Sincerely,

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

Aisha O'Neal
Contracting Officer