



US Embassy Lusaka
GSO/Contracting Unit
Lusaka, Zambia

July 27, 2016

Dear Prospective Quoter:

Subject: **REQUEST FOR QUOTATIONS NUMBER SOLICITATION NUMBER SZA600-16-PR-PR5533205 Various Renovations Works at 70 Whitewood lane**

The Embassy of the United States of America invites you to submit bids for various renovation works at 70 Whitewood Lane.

To facilitate this, a site visit has been arranged on **Tuesday August 16th, 2016 at 10:00hrs** for the follows;

1. Interior Corridor Floor Replacement

Remove existing flat stone floors because they are uneven and slippery. Replace with parquet floor to match adjacent rooms.

2. Closet Replacement

Remove existing closet doors, cladding, and shelves. Replace with new doors, cladding, and shelves.

3. Interior doors/hardware

Replace all interior doors with matching panel doors and brushed nickel hardware. Add sliding pocket door to partition off private den.

Thereafter followed by another site visit at **14.30hrs** for the construction works below on the same day:

4. Exterior Improvements

Replace walkways, re-clad patio surfaces, repair guard booth

5. Storm water Drainage

Install surface drains (spoon drains), water retention tank, and soak-away to absorb storm water surge to prevent flooding

6. Courtyard Drainage

Repair existing drain, lower elevation of courtyard paved surface to 100 mm below interior floor surface, install new paved surface sloping to drain.

7. Kitchen Floor Tile Replacement

Remove existing floor tiles and replace with non-slip AAA grade tile.

8. Renovation works to the laundry room

Therefore, kindly **advise us by Wednesday 10th August, 2016 16:00hrs or earlier** 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 SZA600-16-PR-PR5533205 Various Renovations Works at 70 Whitewood lane on or **before 12:00 hours** (Lusaka Time) on **Monday 22nd August,2016.**”**

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,



Aisha O'Neal
Contracting Officer

Enclosures: **SZA600-16-PR- PR5533205**