



US Embassy Lusaka
GSO/Contracting Unit
Lusaka, Zambia

August 17th, 2016

Dear Prospective Quoter:

Subject: **REQUEST FOR QUOTATIONS NUMBER SZA600-16-PR-5563054 FOR CARPENTRY SUPPLIES.**

The Embassy of the United States of America invites you to submit bids for **CARPENTRY SUPPLIES**.

Enclosed is a Request for Quotations (RFQ). Your quote must be submitted with the subject line "Quote **SZA600-16-PR-5563054 Carpentry Supplies** . Enclosed" on or **before 16:00 hours** (Lusaka Time) on **Tuesday 30th 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,

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

Aisha O'Neal
Contracting Officer

Enclosures: **SZA600-16-PR-5563054**