



February 19, 2021

U.S Embassy Lusaka
GSO/Contracting Unit
PO Box 320065
Lusaka, Zambia

Dear Prospective Offeror:

SUBJECT: Request for Proposals for Standard Tender of Service Agreement.

The Embassy of the United States of America invites you to submit Proposals for Standard Tender of Service Agreement for the U.S Embassy Lusaka in Zambia. The Embassy intends to award multiple agreements for these services.

The Embassy intends to conduct a pre-proposal conference meeting virtually on **Friday March 5, 2021 at 09:00hrs**. Contact Vincent Daka on email DakaVA@state.gov for details required to participate in the pre-proposal conference meeting.

Your quotation must be submitted in a sealed envelope marked "Proposal Enclosed "Standard Tender of Service" for the "Contracting Officer, U.S. Embassy Lusaka, Ibex Hill Road, Stand 694 Lot 100 " and received in hardcopy on or before **16:00pm Local Time on March 22,2021**.

No proposals will be accepted after this time.

Direct any questions regarding this solicitation to the Contracting Officer by email MissbachKJ@state.gov or by telephone **+260-211-357000** during regular business hours.

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle Missbach".

Kyle Missbach
Contracting Officer