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

Wednesday May 10, 2023

To: Prospective Offerors

Subject: Request for Quotations Number 19ZA6023PR11640230 for Floor Tiling and Ceiling Works at a Residential Property for U.S Embassy in Lusaka.

The Embassy of the United States of America invites you to submit a quotation for Floor Tiling and Ceiling Works at a Residential Property in Lusaka.

If you are interested in submitting a proposal on this project, read the instructions in Section J of the attached Request for Quotations (RFQ).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236 27) and hold a pre-proposal conference. All prospective offerors who have received a solicitation are invited to attend. The conference will be held at 23C Sable Road on **Thursday, May 18, 2023, at 10:00am Local Time.**

To attend the site visit, send the names and NRC numbers of the people who will attend on or before **12:00pm local time on Tuesday May 16, 2023** to the email address: lusaka-gso-contracts@state.gov.

Your proposal must be emailed to; Lusaka-GSO-Contracts@state.gov for the attention of the Contracting Officer titled "Floor Tiling and Ceiling Works at a Residential Property " on or before **Friday May 26, 2023 at 16:00hrs Local time.** No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

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

1. Section A and Attachment 2, Proposal Breakdown by Divisions;
2. Section L, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;

4. Additional information as required in Section J.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The construction completion time is **35 calendar days,** commencing on the date on the notice to proceed. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of $50 per calendar day will be assessed until substantial completion of the project is achieved.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Offerors shall be registered in the SAM (System for Award Management) database at https://www.sam.gov prior to submittal of their offer/proposal as prescribed under FAR 4.1102. Failure to be registered at time of proposal submission may deem the offeror's proposal to be considered non-responsible and no further consideration will be given. Therefore, offerors are highly encouraged to register immediately if they are interested in submitting a response to this requirement.

Please direct any questions regarding this solicitation to Evelyn Okoth by email: Lusaka-GSO-Contracts@state.gov or by telephone +260 0211 357000 during regular business hours.

Sincerely,

Evelyn Okoth

Contracting Officer