Embassy of the United States of America

GSO/Contracting & Procurement
U.S. Embassy, Abuja
Plot 1075 Diplomatic Drive
Central Area

July 31, 2019

Dear Prospective Offeror:

RFQ #PR8432038 - Installation of Generator at Aspen Compound

The United States Embassy, Abuja invites you to submit a proposal for installation of Government-furnished 500KVA generator in one of our residential compounds, located along Kubwa Road, Abuja; as per attached Request for Quotation (RFQ); and Statement of Work (SOW).

The Embassy intends to conduct a site visit for this requirement on **Thursday, August 8th 2019, at 11am** and all prospective offerors are invited to attend. To attend, please send the name/s of your representative/s (no more than two per company) by email to AbujaProcbids@state.gov no later than **Tuesday August 6, 2019.**

Your quotation must be submitted by email to AbujaProcBids@State.gov, addressed to the Contracting Officer, U. S. Embassy, Plot 1075 Diplomatic Drive, Central Business District, Abuja on or before **4pm on August 15, 2019,** with the following Subject Line **" RFQ #PR8432038 - Installation of Generator at Aspen Compound.** No quotation will be accepted after this time.

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

1. SF-18
2. Price Quotation
3. Technical Offer - Your Methodology for meeting this Requirement; your performance schedule, evidence of past performance with contact information for your current and former clients, your company registration, etc.

Please note: Proposals that do not include all the above information may be deemed technically unacceptable.

Direct any questions regarding this solicitation to AbujaProcbids@state.gov by email no later than **August 9, 2019, (with the above subject line)** and responses will be provided to all interested bidders.

The U.S. Embassy intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,

Abuja Procurement Team.