



Embassy of the United States of America

Lome, Togo

September 09, 2020

To: Prospective Quoters

Subject: Request for Quotations number **19T04020Q0004**

Enclosed is a Request for Quotations (RFQ) for gardening services. If you would like to submit a quotation, follow the instructions in Section 4 of the solicitation, complete the required portions of the attached document, and submit it to the following address:

**GENERAL SERVICES OFFICER
US EMBASSY LOME TOGO
4332 BLVD EYADEMA-CITE OUA
BP 852 LOME TOGO**

Please submit your quotation in a sealed envelope marked "Quotation Enclosed" to the above address. The deadline for receipt of quotations is 09:00 local time, on September 18, 2020. No quotations will be accepted after this time. A site visit will be held on September 15, 2020 at 10:00AM on the garden area outside Embassy hardline.

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

- SF-1449 (blocks 17, 24 and 30). Block 23 should list the total value of the quote for the base year and the option year.
- Section 1, The Schedule
- Section 5, Representations and Certifications
- Additional Information as required in Section 4.

Please direct any questions regarding this solicitation in writing to the Contracting Officer at SteguraCM@state.gov. Questions must be written in English. You may also call 22 61 54 70 extension 4509.

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.

Sincerely,

Christina M. Stegura
Contracting Officer

Enclosure:
As Stated.