

United States Embassy Lusaka General Services Office Subdivision 694/ Stand 100 Kabulonga Road, Ibex Hill Lusaka P.O Box 320065

Tel: +260-211-357000 Fax: +260-211-357224

E-mail: <u>Lusaka-GSO-Contracts@state.gov</u>

Date: December 8, 2017.

To: Prospective Quoters:

Subject: Sea Freight Tender - Walvis Bay Namibia to US Embassy Lusaka, Zambia.

Enclosed is a tender for freight forwarding services. If you would like to submit a quotation, follow the instructions set below. The company tendering for this service should:

- 1. Have presence or ability to do business in Namibia and Zambia.
- 2. Be financially sound; provide proof of six months financial bank statement or ability to obtain financing.
- 3. Be able to move cargo seamlessly from Walvis Bay to US Embassy Lusaka.
- 4. Have a specific transporter.
- 5. Be able to move US Embassy cargo without consolidating it with other importers.
- 6. Be able to complete the entire cycle within 21 days maximum, from start to finish including the return of containers.

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.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed "Sea freight tender Services" for the "Contracting Officer, U.S. Embassy Lusaka, Ibex Hill Road, Stand 694 Lot 100" and received in hardcopy or emailed to <a href="mailto:Lusaka-GSO-Contracts@state.gov">Lusaka-GSO-Contracts@state.gov</a> on or before 16:00pm Local Time on Monday January 8th, 2018. No quotations will be accepted after this time.

All contractors shall be registered in the SAM (System for Award Management) Database <a href="https://www.sam.gov">https://www.sam.gov</a> prior to contract award pursuant to FAR provision 5.207. Therefore prospective offerors are encouraged to register prior to the submittal of quotations/proposals.

The guidelines for registration in SAM are also available at: <a href="https://www.statebuy.state.gov/pd/Pages/AdditionalVendorReg.aspx">https://www.statebuy.state.gov/pd/Pages/AdditionalVendorReg.aspx</a>.

Direct any questions regarding this solicitation to the Contracting Officer by email <u>Lusaka-GSO-Contracts@state.gov</u> or by telephone +260-211-357000 during regular business hours.

Sincerely,

John McDonald Contracting Officer