



Embassy of the United States of America

April 22, 2024

U.S. Embassy, Windhoek
GSO/Contracting Unit
Private Bag 12029
Windhoek, Namibia

To: Prospective Offerors

Subject: Request for quotation number 19WA8024Q0021 for the office renovations in Windhoek.

Enclosed is a Request for Quotation (RFQ) for the renovation of the offices in Windhoek. If you would like to submit quotation, follow the instructions in Section J of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract/purchase order 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.

A pre-proposal site visit has been scheduled for April 26, 2024, 10h00 AM local time. Prospective offerors/quoters should contact the procurement section at Whkproc@state.gov by April 24, 2024, 12h00 PM, local time for additional information and to RSVP for the site visit.

Quotations are due by May 23, 2024, 17h00 PM, local time. No quotations will be accepted after this time. Quotations must be in English and incomplete quotations will not be accepted.

Submittance of quotations must be done electronically only via e-mail with subject line "Proposal for RFQ 19WA8024Q0021, Windhoek Office Renovations" to windhoekbidsubmission@state.gov. It is important to make sure the submission is made in specific size and format; in MS-Word 2007/2010 or MS-Excel 2007/2010 or Adobe Acrobat (pdf) file format. The file size must not exceed 30MB. If the file size should exceed the 30MB, the submission must be made in separate files and attached to separate emails with less than 30MB each.

Hard copies should be delivered in a sealed envelope, also marked "Proposal for RFQ 19WA8024Q0021, Windhoek Office Renovations" at U.S. Embassy Office Building, 38 Metje Street, Klein Windhoek.

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

1. SF-1442
2. Section A, Pricing
3. Section L, Representations and Certifications.
4. Additional information as required in Section J.
5. Defense Base Act (DBA) insurance

Please direct any questions regarding this solicitation to the Contracting Officer by e-mail at WHKProc@state.gov

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sarah Kahnt', with a stylized flourish at the end.

Sarah Kahnt (Canterbury)
Contracting Officer

Enclosure: