



Embassy of the United States of America

P.O. Box 194
Accra, Ghana

March 26, 2010

To: Prospective Quoters

Subject: Request for Quotations number SGH100-10-Q-0005

Enclosed is a Request for Quotations (RFQ) for Residential Gardening Services. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

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.

A site visit will be held on April 6, 2010 at 10:00am prompt. The meeting place will be at the Service CAC, No. 21, Second Circular Road, Cantonment, Accra.

Quotations are due by April 22, 2010 at 12:30 pm prompt.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Atkisson".

Mark Atkisson
Contracting Officer

Enclosure