



UNITED STATES MISSION TO INTERNATIONAL ORGANIZATIONS
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Date: May 10, 2016

To: Prospective Quoters

Subject: Request for Quotations number SSZ35016Q0003

Enclosed is a Request for Quotations (RFQ) for Janitorial Services. If you would like to submit 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. Mission intends to conduct a pre-proposal conference and a site visit and all prospective offerors are invited to attend. The pre-proposal conference will take place on Thursday June 02, 2016 at 14H00. See section 3, 52.237-1 of the solicitation for instructions and contact on the pre-proposal conference.

The U.S. Mission in Geneva 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 quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Proposals are due to U.S. Mission Geneva, Attn: Contracting Officer Tim Bashor , by Friday July 1st 2016 and must be received no later than 17H30.

Sincerely,



Contracting Officer

Enclosure