

Dear Prospective Offeror / Quoter:

The United States of America Embassy Luxembourg has a requirement for a contractor to provide janitorial services.

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

Interested Offeror / Quoter are invited to contact Olivier Herdzik ([herdziko@state.gov](mailto:herdziko@state.gov)) or Matthew Welch ([WelchMP@state.gov](mailto:WelchMP@state.gov)) by 3pm July 14<sup>th</sup> 2020 in order to receive the request for quotation documentation.

Sincerely,

Paul Rey

Management Officer