

U.S. Embassy *Bogota, Colombia*
Date: *August 11, 2026*

Dear Prospective Quoter:

Subject: Request for Proposals Number **19C02026R0001**

Enclosed is a Request for Proposals (RFP) for ***Gardening Services for The US embassy in Bogotá, Colombia.*** If you would like to submit proposal, 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 Standard Form 1449 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.

The Embassy intends to conduct a pre-proposal conference at the site, The pre-proposal conference will be held on ***October 21, 2026 at 09:00am*** (local time) at the US ***Embassy Bogota- Carrera 45 No. 24B - 27.*** Prospective offerors should write an e-mail to BogtaGSOcompras@state.gov by ***October 15, 2026 at 11:00am,*** for additional information or to arrange entry to the building.

Questions are due by ***October 23, 2026 at 11:00am.*** No proposals will be accepted after this time. Proposals must be in English and incomplete proposals will not be accepted.

Offers are due by ***October 29, 2026 04:00pm*** No offers will be accepted after this time. Proposals must be in English and incomplete proposals will not be accepted.

Your proposal must be submitted in a sealed envelope marked:

Proposal Enclosed

***GARDENING SERVICES FOR THE US EMBASSY IN BOGOTÁ, COLOMBIA.
GSO PROCUREMENT & CONTRACTING OFFICE
CARRERA 45 # 24B -27
BOGOTÁ***

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

1. SF-1449
2. Section I, Pricing
3. Section 5 Representations and Certifications
4. Additional information as required in Section 3
5. The Offeror should submit a completed IRS Form W-14, found at www.irs.gov/w14, to ensure compliance with FAR 52.229-11;”]
6. Proof of SAM Registration

SENSITIVE BUT UNCLASSIFIED

Notwithstanding FAR 4.203-1(b)(5)(ii), the Contracting Officer has determined that it is in the best interest of the U.S. Government that offerors be registered in the SAM (System for Award Management) database at <https://www.sam.gov> and have an active SAM account at the time of submitting a proposal. Failure to be registered at time of proposal submission shall deem the offeror's proposal to be considered non-responsive to the solicitation instructions and no further consideration will be given. Therefore, qualified offerors are highly encouraged to register immediately if interested in submitting a response to this contracting opportunity.

Sincerely,
Jack Parker
Contracting Officer

Enclosure:

