



CONSULATE  
OF THE  
UNITED STATES OF AMERICA

**U.S. Consulate Adana, Turkey**  
*GSO: Acquisitions Office*  
*Güzelevler Mah. Girne Bulvarı No:212*  
*Yüreğir, Adana*

March 1, 2022

**SOLICITATION: 19TU10-22-Q-0004 – Gardening Services for the Consulate and Principal Officer Residence (POR)**  
**SUBJECT: Cover Letter**

Dear Prospective Offerors:

The U.S. Consulate Adana invites you to submit a quotation for providing gardening services for the Consulate Compound and Principal Officer Residence (POR). **A site visit and pre-proposal conference will be held on Tuesday, March 8, 2022, at 10:00 hrs.** The site visit will be conducted in English, all the participants must be fluent in English.

For security reasons and to lessen the risk of spreading COVID-19, companies must adhere to the below requirements. The Consulate cannot consider a request to participate in the site visit and pre-proposal conference until all the following items have been submitted via email to [Adana-Procurement@state.gov](mailto:Adana-Procurement@state.gov) before **12:00 hours on Monday, March 7, 2022.**

- Companies wishing to participate in the pre-proposal conference and site visit may send only one (1) representative per company. The company must submit a HES code for the individual fully vaccinated, valid through the date of the site visit and pre-proposal conference.

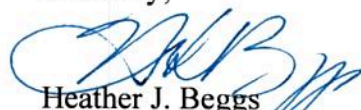
Your quotation must be submitted via email to [Adana-Procurement@state.gov](mailto:Adana-Procurement@state.gov) before **12:00 hours on Wednesday, March 16, 2022.** No quotations will be accepted after this date and time.

For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1- Continuation To SF-1449, Prices, Block 23
3. Additional Information as required in Section 4, Evaluation Factors
4. Attachment 2-NDAA 889 Compliance

Direct any questions regarding this solicitation via email to [Adana-Procurement@state.gov](mailto:Adana-Procurement@state.gov) before **12:00 hours on Thursday, March 10, 2022.** No questions will be accepted after this date and time.

Sincerely,

  
Heather J. Beggs  
Contracting Officer