



Embassy of the United States of America

May 16, 2016

Dear Prospective Offeror/Quoter:

The American Embassy Belmopan has a requirement for a contractor to provide Hardware Materials. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by 5:00 p.m. on May 31, 2016. Oral quotations will not be accepted.

Sincerely,

A handwritten signature in blue ink that reads "Adam Starr-King".

Adam Starr-King
Contracting Officer

Enclosure:

As Stated.