

Date: November 2, 2012

SUBJECT: Request for Quotations (RFQ) – **225 sets of educational films**

Dear Prospective Quoter:

The Embassy of the United States of America in Gaborone, Botswana has a requirement for a contractor to provide **225 sets of educational films that address a wide range of topics related to HIV/AIDS, such as prevention, disclosure, stigma, OVC etc. The films are to be used in facilitated screenings with youth and other groups, and should generate discussion and ultimately action amongst viewers. Facilitator Guides must be available for the entire set. Films must be in DVD format, of varying lengths, and primarily in English but with some in Setswana. Please highlight if any films are in other regional languages. Delivery is expected within one month of award. All technical questions regarding this requirement should be directed to [slammers@peacecorps.gov](mailto:slammers@peacecorps.gov)**

You are invited to submit a quotation. 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.

Your quotation must be hand delivered or emailed to the below e-mail address on or before close of business **Friday, November 19, 2012**. (Address: 225 Sets of Educational Films, GSO – Procurement, USA Embassy, Plot 8847/8/9, Government Enclave, Embassy Drive, Gaborone, Botswana)

In order for a quotation to be considered, you must also submit the following:

1. Information demonstrating your ability to deliver on time
2. Evidence of needed resources to deliver
3. Evidence of relevant licenses and permits required by local law
4. List of prior clients and relevant past performance information
5. Brief explanation why your proposal
6. Names of the contact for this project

Direct any administrative question regarding this request for quotations to the Embassy Contracting Office telephone #: **(+267) 373-2356** Fax: 395-3951 or email: [gabprocurement@state.gov](mailto:gabprocurement@state.gov) during regular business hours.