



U.S. Embassy Brasilia, Brazil
Date: April 29, 2015

To: Prospective Offeror

Subject: Solicitation number S **BR250-15-R-0011 – Weekend and Holiday Media Summaries**

The U.S. Embassy in Brasilia invites you to submit a quotation for **weekend and holiday media summaries** for the U.S. Diplomatic Mission in Brazil.

If you would like to submit a quotation, 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 the Standard Form 1449 that follows this letter. Please also submit an electronic version of the quote via email to FigueiraPF@state.gov. Quotations are due by **4:30 p.m. on Friday, May 22, 2015**. No quotations will be accepted after this time.

The Embassy intends to conduct a pre-proposal conference on **May 13 at 10:00am** at the U.S. Embassy in Brasilia to clarify the requirements of and respond to any questions about the attached Request for Quotations (RFQ). Prospective offerors who wish to attend in person and/or participate via conference call in the conference must contact Paulo Figueira via e-mail, FigueiraPF@state.gov or via phone +55-61-3312-7201 to sign up to participate in the conference. The deadline for signing up to participate in the pre-proposal conference is **Thursday, May 7 at 5:00pm Brasilia time**. Requests to participate after that time will not be accepted.

The U.S. Government intends to award a contract/purchase order for the required service to the responsible contractor 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.

Direct any questions regarding this solicitation to the U.S. Embassy Brasilia's Contracting Office by email to Paulo Figueira, FigueiraPF@state.gov or by phone +55-61-3312-7201, during regular business hours (8am-5pm Brasilia time).

Sincerely,

A handwritten signature in blue ink, appearing to read "Elias Parra".

Elias Parra
Contracting Officer
U.S. Embassy, Brasilia

Enclosure.