



Embassy of the United States of America

01 B.P. 35 Ouagadougou 01
Burkina Faso
Tel: (226) 50-49-53-00

July 10, 2012

Dear Prospective Quoter:

SUBJECT: Solicitation Number ***SUV70012R0005***

Enclosed is a Request for Quotations (RFQ) for Travel Management Services. 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 in a sealed envelope marked "Quotation Enclosed" to : American Embassy, Ouagadougou, GSO/Contracting Office, Secteur 15, Ouaga 2000, Avenue Sembene Ousmane, Rue 15.873, Arrondissement de Bogodogo no letter than Friday, August 10, 2012 by 11:00.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract 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.

A pre-quotation conference will be conducted on July 17, 2012 at 11:00 hrs. and all prospective quoters who have received a solicitation package are invited to attend. Participants must submit the names and ID numbers of personnel attending the conference (no more than 2 persons per company) no later than July 16, 2012 by 12:00 hrs. to OugProcurementList@state.gov

Direct any questions regarding this solicitation to OugProcurementList@state.gov by mail or by telephone **50 49 53 00** during regular business hours.

Sincerely,


Clyde L. JARDINE
Contracting Officer

