Embassy of the United States of America
Bogotá, D.C., Colombia
GSO/Procurement

Jun 14, 2013

To: Prospective Quoters

Subject: Request for Quotations number S-CO200-13-Q-0014

Enclosed is a Request for Quotations (RFQ) for Professional Janitorial and Welcome Kit Services.

A site visit / pre-proposal conference to discuss the requirements of this solicitation will be held on ***June 21, 2013 at 1400 hours, local time, at Carrera 45 No. 24B-27.*** Prospective quoters should contact Isabel Acosta via E-Mail at Acostani@state.gov for additional information or to arrange entry to the building. See Section 3 for additional information.

Submit your quotation in a sealed envelope marked "Quotation Enclosed" to the U.S. Embassy, Bogotá, General Services Office, Attention, Carolyn A. Hightower at Carrera 45 No. 24B-27, on or before ***July 26, 2013, 1600 hours, local time***. No proposal will be accepted after this time. In order for a quotation to be considered, you must also complete and submit the following:

- Standard Form 1449. Please fill blocks 12, 17, 23, 24, and 30.
- Section 1, A, Pricing
- Section 4, Requirements- document and submit proof that you meet each of the requirements listed in this section.
- Section 5, Offeror Representations and Certifications

The U.S. Government intends to award a contract/purchase order to the responsible company 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.

Sincerely,

Carolyn A. Hightower
Contracting Officer
U.S. Embassy, Bogota

Enclosure