



*Embassy of the United States of America
Bogotá, D.C., Colombia*

May 3, 2013

To: Prospective Quoters

Subject: Request for Quotations number S-CO200-13-Q-0004

Enclosed is a Request for Quotations (RFQ) for Lodging, Conference, and Equipment Services.

A site visit/pre-proposal conference to discuss the requirements of this solicitation will be held on **May 22, 2013 at 1400 hours, local time, at Carrera 45 No. 24B-27**. Prospective quoters should contact Marbel Saavedra via E-Mail at SaavedraMR@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 **June 11, 2013, 1600 hours, local time**. If your proposal is hand-delivered, you are encouraged to call Ms. **Marbel Saavedra at 275-2264** to confirm receipt. 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 multiple contracts/purchase orders to the responsible companies submitting an acceptable quotation at the lowest price. We intend to award a contracts/purchase orders 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,

A handwritten signature in black ink, appearing to read 'Carolyn A. Hightower', written over a circular stamp or seal.

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

Enclosure