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

May _29_, 2012

To all Prospective Offerors:

Subject: Solicitation number S-CO200-12-Q-0006

Enclosed is a Request for Quotation (RFQ) to provide personnel, supplies, and equipment for General and Specialized Cleaning Services residences leased by the US Embassy - Bogota.

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. ***The Embassy intends to conduct a Pre-Proposal conference at the United States Embassy – Bogota, Carrera 45 No. 24B-27, on June 8, 2012 at 1000 hours, local time. Please provide names in full and ID numbers (cedula de ciudadania) via e-mail by close of business on June 6, 2012.***

Submission of any questions you may have concerning the solicitation documents must be done in writing (fax or email) to the contracting officer before ***June 15, 2012*** so that a response can be provided by fax or e-mail. Questions received after this date will not be considered.

Note: In order for a proposal to be considered, you must submit/present your proposal in English and also complete and submit the following:

1. Section A - Standard Form SF-1442 , Page #2, Blocks 14 through 20;
2. Section B - Price; Page #3-6;
3. Section H - Statement that insurances/bonds will be provided; Page # 20-22;
4. Section K - Representations and Certifications; Page #56-69;
5. Performance schedule in the form of "bar chart" and Business Management/ Technical Proposal; and
6. Exhibit 8, Breakdown of Price by Divisions of Specifications.

Your proposal must be submitted in a sealed envelope marked ***"Quotation Enclosed"*** to ***Carolyn A. Hightower***, Contracting Officer, General Services Office, Carrera 45 #22D -45 on or before ***July 11, 2012 at 4:00 p.m., local time.*** No proposal will be accepted after this time.

Please direct any questions regarding this solicitation to ***Carolyn A. Hightower*** or ***Isabel Acosta*** by letter, by fax at **275-2152** or by e-mail at ***HightowerCA@state.gov*** or ***AcostaNI@state.gov.***

Sincerely,

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