



*Embassy of the United States of America
Bogotá, D.C., Colombia
GSO/Contracting & Procurement Unit*

October 31, 2013

To all Prospective Offerors:

Subject: Solicitation number: **SCO20014Q0001**

Enclosed is a Request for Quotation (RFQ) for “**Spanish and English Language Program**”

The Embassy intends to conduct a pre-proposal conference to discuss the requirements of this solicitation which will be held on **November 8, 2013 at 1400 hours, local time, at Carrera 45 No. 24B-27**. All prospective offerors who have received a solicitation package should contact Claudia Camero by E-Mail at CameroC@state.gov for additional information or to arrange entry to the building. See Section 3 of the attached Request for Quotation (RFP).

Submission of any questions you may have concerning the solicitation documents must be done in writing (fax or email) to the contracting officer before **December 15, 2013** so that a response can be provided by fax or e-mail. Questions received after this date will not be considered.

In order for a proposal to be considered, you must also complete and submit the following:

1. Standard Form SF-1449, Blocks 12, 17, 23, 24, & 30
2. Section 1 - Price; Pages 4 through 8
3. Section 3 – Instructions to Offerors, Page 37 & 38
4. Section 4 – Evaluation Factors, Page 41
5. Section 5 - Representations and Certifications, Pages 43 through 59

Your proposal must be submitted in a sealed envelope marked “**Quotation Enclosed**” to **Carolyn A. Hightower, General Services Office, Carrera 45 #24B-27 on or before December 6, 2013 at 1600 hours, local time**. No proposal will be accepted after this time. You are encouraged to confirm receipt of your proposal by contacting either Hernando Castillo, Procurement Supervisor at 275-2291 or Claudia Camero, Procurement Agent at 275-2019.

Please direct any questions regarding this solicitation to **Carolyn A. Hightower** by letter, by fax at **383-2152** or by e-mail at HightowerCA@state.gov.

Sincerely,

Carolyn A. Hightower
U.S Embassy Bogotá
Contracting Officer