



Embassy of the United States of America

Bogotá, D.C., Colombia

GSO/ Procurement

August 6, 2013

Dear Prospective Offeror:

SUBJECT: Solicitation Number S-CO200-13-Q-0030 for VPN and Internet Services.

Enclosed is a Request for Quotations (RFQ) for VPN and internet 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 to the address shown on the Standard Form 1449 that follows this letter.

The Embassy intends to conduct a pre-proposal conference on **August 14, 2013 at 1000 hours, local time, at Carrera 45 No. 24B-27**, and all prospective offerors who have received a solicitation package are invited to attend. See Section 3 of the attached Request for Quotation (RFQ).

Your proposal must be submitted in a sealed envelope marked **"Proposal Enclosed" to the U.S. Embassy – Bogotá, Attention: Carolyn A. Hightower, General Services Office – GSO, Carrera 45 No. 24B-27, on or before 1600 hours, local time on September 6, 2013. No proposal will be accepted after this time. Please contact Hernando Castillo at 275-2291 for hand delivery of your offer.**

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

1. SF-1449 - Cover Page, Offeror to complete blocks 12, 17, 23, 24, & 30
2. Section 1 - Prices, Page 5 through 15;
3. Section 4 – Evaluation Factors, Page 52;
4. Section 5 - Representations and Certifications, Page 54 through 69;

Direct any questions regarding this solicitation to Carolyn A. Hightower or Hernando Castillo by letter HightowerCA@state.gov or CastilloEH@state.gov or by telephone 571-275-2238/2291 during regular business hours.

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,

Michael Warfield
Contracting Officer
U.S. Embassy - Bogota