



**United States Embassy**  
Narcotics Affairs Section – NAS  
Carrera 45 No.24B-27 Bogotá, D.C. COLOMBIA  
Embassy phone: (571) 275-2203 Embassy fax: (571) 275-2007

May 4, 2012

Dear Prospective Offeror/Quoter:

The American Embassy Bogota – Narcotics Affairs Section has a requirement for a contractor to provide cleaning supplies. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form 18
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy plans to award an indefinite quantity/indefinite delivery, firm-fixed price type purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by **June 1, 2012 at 2:00pm**. Oral quotations will not be accepted.

Sincerely,

A handwritten signature in cursive script that reads "Susan W. Story".

Susan W. Story  
GSO/NAS Contracting Officer

Enclosures:

SF-18  
List of Cleaning Supplies