



*Embassy of the United States of America*

Santo Domingo, DN  
Dominican Republic

May 11, 2016

SUBJECT: Solicitation No.: SDR860-16-Q-0004  
Language Instruction Services for the  
U.S. Embassy Santo Domingo

Dear Prospective Offeror:

The Embassy of the United States of America invites you to submit a quotation for language instruction services at its new Embassy compound in Santo Domingo, DN.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to Ms. Shelly Westebbe, GSO Contracting Officer, U.S. Embassy Santo Domingo, DPO/Mailroom (highway La Isabela back entrance) on or before May 31, 2016 at 04:00pm. No quotations will be accepted after this time.

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

Item #1, Pricing

Item #4, Listing and samples of Contractor Furnished Property

Direct any questions regarding this request for quotations to Contracting Specialist, Mr. Gabriel J. Sangiovanni, by e-mail to [SantoDomingoContracts@state.gov](mailto:SantoDomingoContracts@state.gov) during regular business hours.

Sincerely,

Shelly R. Westebbe  
GSO Contracting Officer

