



P.O. Box 194  
Accra

January 13, 2015

Dear Quoter,

Subject: Request for Quotations number: SGH100-15-Q-0005

Enclosed is a Request for Quotations (RFQ) for mobile telephone services. If you would like to submit a quotation, follow the instructions in Section 4 of the solicitation, complete the required portions of the attached document, and submit it to the following address:

**The Contracting Officer  
U.S. Embassy Accra Ghana  
No. 24 Fourth Circular  
Cantonments, Accra**

Please submit your quotation in a sealed envelope marked "Quotation Enclosed" to the above address. The deadline for receipt of quotations is at 12:00pm local time, on February 13, 2015. No quotations will be accepted after this time.

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

SF-1449 (blocks 17, 24 and 30). Block 24 should list the total value of the quote for the base year and the option year.  
Section 1, The Schedule  
Section 5, Representations and Certifications  
Additional Information as required in Section 4.

A pre-proposal conference has been scheduled for January 30, 2015, at 10:00 am at the U.S. Embassy General Services Office at the Chancery. Direct any questions regarding this solicitation in writing to **Kevin Babcock (babcockk@state.gov)**, Contracting Officer, questions must be written in English. You may also call **233302741481**.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract 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,

  
**Kevin Babcock**  
Contracting Officer

Enclosure: