



Embassy of the United States of America

P.O. Box 194
Accra, Ghana

May 13, 2014

To: Prospective Quoters

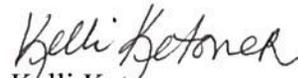
Subject: Request for Quotations Number SGH100-Q-14-0009

Enclosed is a Request for Quotations (RFQ) for renovation services of servicing and replacement of AC {Air-conditioning} units at the various Embassy Residences. If you would like to submit a quotation, follow the instructions in the Description and Scope of work sheet and complete the required portions of the attached document, and submit it to the address shown on the Standard Form 18 that follows this letter.

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/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.

Quotations are due by May 27, 2014 at 4:00pm prompt,

Sincerely,


Kelli Ketover
Contracting Officer

Enclosure