



*Embassy of the United States of America*

P.O. Box 194  
Accra, Ghana

June 19, 2015

**Dear Prospective Quoter/Offeror**

Subject: Request for Quotations Number SGH100-Q-15-0016

American, Embassy, Accra, Ghana has a requirement for a contractor for **MODIFICATION OF GSO ANNEX MALE WASHROOM.**

You are invited to submit a quotation. The Request for Quotation (RFQ) consists of the following Sections:

1. Standard Form SF-18
2. Basic Information, Statement of work or Specification and technical qualifications

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 June 26, 2015 at 4:00pm prompt, Please submit quotation to Jack D. Swetland Jr. on his email @ - SwetlandJD@state.gov

Sincerely,

Jack D. Swetland Jr.  
A/GSO  
Contracting Officer