

United States Consulate General, Guangzhou  
October 13, 2010

Dear Prospective Offeror:

Solicitation for Newsletter Editing Services

The U.S. Government has a requirement for hiring newsletter editing services. If you are interested in submitting a quotation, please contact Ms. Karen Huang in General Services Office for a solicitation document before ~~October 27, 2010~~. She can be reached by email at [huangks@state.gov](mailto:huangks@state.gov).

The U.S. Government intends to award a purchase order to the responsible offeror submitting a technically 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.

Sincerely,



Michael McKeown  
Contracting Officer

Enclosure