



*Embassy of the United States of America*

American Embassy of Guatemala

June 2, 2014

To: Prospective Quoters

Subject: Request for Quotations number **SGT50014Q0040**

The American Embassy of Guatemala- INL is seeking a contractor to provide qualified and experienced **VETERINARY SERVICES** at different outpost sites of Guatemala.

**Enclosed is a Request for Quotation (RFQ).** If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation. Complete the required portions of the attached document **SF1449** and submit **one original and one copy of your quotation in Quetzales** to the **General Services Office- Procurement Section**, American Embassy of Guatemala, Avenida Reforma 7-01, Zona 10, Attn: Richard Benhke, **not later than Tuesday, July 15, 2014 at 17:00 PM local time.** Oral quotations will not be accepted.

When preparing your quotation, please consider the following:

1. The clauses included within the Solicitation Package shall apply to the resulting Contract.
2. Payment will be made in Quetzales by US Treasury Check, in accordance with the Prompt Payment Act, FAR Clause 52.232-25, Section No. 2. Please take into consideration that American Embassy of Guatemala will process payment upon receipt of original invoice. The payment will be processed not later than 30 days after the receipt of your invoice. If by any reason American Embassy of Guatemala exceeds this period, American Embassy of Guatemala will compensate the contractor with daily interest for the days the payment has been delayed.
3. American Embassy of Guatemala is exempt from payment of IVA. An IVA exemption form will be provided. **Please provide your NIT.**
4. Per American Embassy of Guatemala acquisition guidelines, please be advised that this request is not a commitment by American Embassy of Guatemala to support the activity and that your decision to submit your quotation is at your expenses associated with preparation and submittal of the quotation are your responsibility.



5. American Embassy of Guatemala will carry out a **pre-proposal conference on Tuesday, June 10, 2014 at 10:00 am on INL Building (1ra. Avenida 7-59, Zona 10)** to clarify any information regarding the RFQ and the submission of the quotations. You may submit your questions via email [ValdezVM@state.gov](mailto:ValdezVM@state.gov) not later than Thursday, June 5, 2014. After this meeting, no additional questions will be answered.

**The U.S. Government intends to award a contract to the responsible offeror** based on initial quotations, without holding discussions. Quotations should be submitted initially on the most favorable terms, from a price and technical standpoint.

Issuance of this solicitation does not constitute an award commitment on the part of the U.S. Government nor does it commit the U.S. Government to pay for the costs incurred in the submission of a quotation. Further, the Government reserves the right to reject any or all quotations received, and to negotiate separately with an offeror, if such action is considered to be in the best interest of the Government.

Sincerely,

A handwritten signature in blue ink that reads "Richard Behnke".

Richard Behnke  
Contracting Officer

Enclosures:

1. Standard Form 1449
2. Solicitation Package -Statement of Work
3. Clauses incorporated by reference