Embassy of the United States of America

Guatemala

April 29, 2015

To: Prospective offeror

Subject: Request for Quotations (RFQ) **SGT50015Q0021**

The American Embassy of Guatemala is seeking a contractor to provide qualified and experienced Medical Examination Services.

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 SF-18 **and submit your quotation in Quetzales to the General Services Office- Procurement Section**, American Embassy of Guatemala, Avenida Reforma 7-01, Zona 10; Attn: Wagner Lam, not **later than Tuesday, May 15, 2015 at 12:00 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, and 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. The 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. You may submit your questions via email LamW@state.gov

The U.S. Government intends to award an **Indefinite Delivery Indefinite Quantity** contract (IDIQ) to the responsible offeror whose quotation will represent the best offer for the US Government 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,

Richard Behnke

Richard Behnke

Contracting Officer

List of attachments

1. Standard Form 18 (RFQ)
2. Solicitation Package -Statement of Work
3. Clauses incorporated by reference
4. Medical Examination Report for Chauffeur / Incidental Operator Fitness Determination **(Form)**
5. LES Medical History and Examination **(Form)**
6. 49 CFR 391.41 Physical Qualifications for Drivers (Informative documents, as part of the Medical Examination Report