



Embassy of the United States of America

Guatemala, April 15, 2011

To All Prospective Offerors:

SUBJECT: Solicitation Number SGT500011Q0004

The Embassy of the United States of America invites you to submit a proposal for **Shipping and Packing Services** to be provided to the U.S. Embassy in Guatemala City. The Embassy intends to award multiple contracts for these services.

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. The conference will be held at the Embassy Building, Avenida Reforma 7-01, Zona 10, Guatemala on May 3, 2011 at 10:00 hours. Submit any questions you may have concerning the solicitation documents in writing by April 28, 2011 so that a response can be provided at this conference.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to Mr. Bill Sherrill, Contracting Officer, Avenida Reforma 7-01, Zona 10, Guatemala, on or before 17:00 hours on Wednesday, May 18, 2011. No proposal will be accepted after this time.

For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Pricing
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to Angela Rubio by email at rubioa@state.gov or via fax 2326-4652 during regular business hours prior to the pre-proposal conference.

Sincerely,

Bill Sherrill
Contracting Officer

