



Embassy of the United States of America

Guatemala City, Guatemala
October 26, 2010

To: Prospective Quoters

Subject: Request for Quotations number **S-GT500-11-Q-0099**

Enclosed is a Request for Quotations (RFQ) for **editing and production of the U.S. Mission Community Newsletter for one base year period two optional periods of renewal**. 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, and submit it to the address shown on the **Standard Form 1449** that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible offeror 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 **17:00 hours on November 8, 2010**.



Sincerely,

A handwritten signature in cursive script that reads "Nicole Martin".

Nicole Martin
Contracting Officer

Enclosure