



Embassy of the United States of America

Guatemala City, Guatemala
November 15, 2013

Dear Prospective Offeror:

SUBJECT: Request For Quotation S-GT500-14-Q-0001

The Embassy of the United States of America invites you to submit a proposal for **Third Party Liability Insurance and Full Coverage Insurance for Official Vehicles**.

Submit your proposal in a sealed envelope marked "Proposal Enclosed" to **Mr. Richard Behnke, Contracting Officer** on or before **5:00 p.m. on December 05, 2013**. No proposal will be accepted after this time.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33;
2. Section B;
3. Section K, Representations and Certifications;
4. Section C- Answer Scheme
5. Additional information as required in Section L.

The contract performance periods are specified in Section F of the solicitation.

Direct any questions regarding this solicitation to **Valerie Valdez** by letter or by telephone **2326-4232** during regular business hours, no later than **November 21, 2013**.

Sincerely,

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

Mr. Richard Behnke
Contracting Officer