

**REQUEST FOR QUOTATION  
(THIS IS NOT AN ORDER)**

THIS RFQ \_ IS  IS NOT A SMALL BUSINESS SET-ASIDE

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1. REQUEST NO. SGT50014Q0017	2. DATE ISSUED 1/16/2014	3. REQUISITION/PURCHASE REQUEST NO. PR3078978	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY AMERICAN EMBASSY GUATEMALA CITY Avenida Reforma 7-01, Zona 10, ATTN: GSO - PROCUREMENT SECTION Guatemala,		6. DELIVER BY (Date) 3/31/2014		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY	
NAME Andres Azmitia		TELEPHONE NUMBER +502 58960680		<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
8. TO:			9. DESTINATION	
a. NAME N/A		b. COMPANY NOVENDOR		a. NAME OF CONSIGNEE AMERICAN EMBASSY GUATEMALA CITY
c. STREET ADDRESS			b. STREET ADDRESS 7-01 AVENIDA DE LA REFORMA, ZONE 10, ATTN: GSO	
d. CITY			c. CITY GUATEMALA CITY	
e. STATE		f. ZIP CODE		d. STATE
e. STATE		f. ZIP CODE		e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) 1/24/2014		<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.		

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	SEE LINE ITEMS				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations [ ] are [ ] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

11. SCHEDULE

*(Include applicable Federal, State and local taxes)*

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	<p>OPTION I The U.S. Department of Commerce (DOC) is seeking a venue and related services in which to hold a two-day conference under the Customs and Border Management Reform Program, to be taken place on March 27 and 28th, 2014. The conference will take place in Guatemala City and will consist of a series of presentations, panel discussions, and roundtable sessions for 100 guests. Prices shall be submitted in local currency (Guatemalan Quetzales) including all applicable taxes. Please refer to the attached scope of work for additional information.</p> <p>Funding Information: Total: 0.00 ----- 0.00</p>	1.00	LS	0.00	0.00
2	<p>OPTION II The U.S. Department of Commerce (DOC) is seeking a venue and related services in which to hold a two-day conference under the Customs and Border Management Reform Program, to be taken place on March 27 and 28th, 2014. The conference will take place in Guatemala City and will consist of a series of presentations, panel discussions, and roundtable sessions for 150 guests. Prices shall be submitted in local currency (Guatemalan Quetzales) including all applicable taxes. Please refer to the attached scope of work for additional information.</p> <p>Funding Information: Total: 0.00 ----- 0.00</p>	1.00	LS	0.00	0.00