*Embassy of the United States of America*

Guatemala City, Guatemala
August 30, 2010

To All Prospective Offerors:

SUBJECT: Solicitation Number **S-GT500-10-Q-0052 CMR Tennis Court Project**

The Embassy of the United States of America invites you to submit a proposal for **CMR Tennis Court Project.**

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

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 site visit (see L.6, 52.236-27) and hold a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. The conference will be held at **CMR, 20 Calle 4-30, Zona 10, Guatemala 01010, Guatemala**, on **September 9, 2010 at 09:00 hours.** Submit any questions you may have concerning the solicitation documents in writing by **September 7, 2010** so that a response can be provided at this conference.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to **Ms. Nicole Martin, Contracting Officer, Avenida La Reforma 7-01, Zona 10, Guatemala 01010, Guatemala,** on or before **17:00 hours** on **September 16, 2010**. No proposal will be accepted after this time.

Complete Part II of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

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

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The work completion time is **thirty (30) calendar days**, commencing on the date established in the **Notice to Proceed**.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation **Nicole Martin,** by letter or by telephone **(502) 2326-4321,** during regular business hours.

Sincerely,

Nicole Martin
Contracting Officer

EMBASSY OF THE UNITED STATES OF AMERICA
GUATEMALA