



*Embassy of the United States of America*

Guatemala  
December 10, 2012

To: Prospective Quoters

Subject: Request for Quotations number **SGT50013Q0010**

Enclosed is a Request for Quotation RFQ SGT50012Q0010 for **Media Monitoring Services for the Public Affairs Office**. If you would like to submit a quotation, follow the instructions in Section L 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.

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. Submit any questions you may have concerning the solicitation documents in writing by **January 03, 2013** so that a response can be provided through e-mail.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to **Mr. Richard Behnke, Contracting Officer, Avenida La Reforma 7-01, Zona 10, Guatemala 01010, Guatemala**, on or before **17:00 hours on January 7, 2013**. No proposal will be accepted after this time.

Complete Standard Form 1449, 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 2, 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 contract, 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.

This Service is schedule to be performed on a daily basis for a Period of **One Year** 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 **Mr. Richard Behnke**, by letter or by telephone **(502) 2326-4274**, during regular business hours.

Sincerely,



Mr. Richard Behnke  
Contracting Officer

Enclosure