



Embassy of the United States of America

Guatemala
August 16, 2016

To: Prospective Offeror

Subject: Request for Quotations (RFQ) **SGT50016Q0074**

Enclosed is a Request for Quotations (RFQ) for **Bi-monthly Chancery UPS preventive maintenance** to be performed at **Av. Reforma 7-01, Zona 10** as detailed in the attached scope of work. If you would like to submit a quotation, please complete the required portion of the attached document, and submit the offer to the below e-mail address: **(do not submit it to any other e-mail address)**

GuatemalaBids@state.gov

The U.S. Government intends to award a purchase order to the responsible company submitting the Lowest Price Technically Acceptable (LPTA). We intend to award a 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.

A **Site Visit** has been scheduled for **Tuesday August 30, 2016 at 10:00 am** at **Av. Reforma 7-01, Zona 10**; therefore we will need you to submit the following information in order to get access to our facilities; Please provide the below information as soon as possible:

1) Complete name; 2) DPI number; 3) Date of birth

Please submit this information to the following e-mail address: DiazLJ@state.gov no later than **Monday, August 22, 2016 by 12:00 noon**.

Quotations are due by Tuesday, September 6, 2016 by COB 17:00 hours.

Sincerely,

Mark S. Mitchel
Contracting Officer

List of attachments:

1. Standard Form 18 (RFQ)
2. Solicitation Package -Statement of Work
3. Clauses incorporated by reference