

September 6st. 2016

To: Prospective Offerors

Subject: Request for Quotations number SGT-50016-Q-0085

Enclosed is a Request for Quotations (RFQ) # SGT-50016-Q-0085 for the purchase of Office Furniture for the United States Embassy in Guatemala (See SF-18, RFQ SGT-50016-Q-0085, Attachment "A" for SOW (Scope of Work) and Attachment "B" for Pictures of Suggested Style of Furniture. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 18 that follows this letter.

The U.S. Government intends to award a contract to the responsible company which submits the lowest price, technically acceptable proposal. We intend to award a contract/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** will be conducted on Friday, September 16th. 2016 at 10:00 am at the Embassy of the United States in Guatemala, Av. Reforma 7-01, Zona 10.

Please submit the "name check" form attached filled out no later than Monday, September 12th. 2016.

Quotations must be submitted **ONLY** via e-mail to: GuatemalaBids@state.gov no later than Thursday, September 22st. 2016 by COB 17:00 hours.

Sincerely,

Aaron Truax
Contracting Officer

Enclosures