



Embassy of the United States of America

Guatemala
September 7, 2016

To: Prospective offeror

Subject: Request for Quotations (RFQ) **SGT50016Q0088**

Enclosed is a Request for Quotations (RFQ) for **Preventive maintenance services for Emergency Generators** 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 **Friday September 16, 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 not later than **Monday, September 12, 2016 by 12:00 noon**.

Quotations are due by Monday, September 22, 2016 by COB 17:00 hours.

Sincerely,

Aaron Truax
Contracting Officer

List of attachments:

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