



*Embassy of the United States of America*

Guatemala, May 13, 2016

To: Prospective Quoters

Subject: Request for Quotations number SGT50016Q0046

Enclosed is a Request for Quotations (RFQ) for supply of bottled water to be distributed over a period of 24 months, requested by INL Guatemala as detailed in the attached scope of work. If you would like to submit a quotation, please follow the instructions in Section 3 of this solicitation, complete the required portions of the attached document, and submit your offer to:

**[GuatemalaBids@state.gov](mailto:GuatemalaBids@state.gov)**

The U.S. Government intends to award a contract to the responsible company submitting a technically acceptable offer at the lowest price. We intend to award a contract 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.

**Quotations are due by Monday, May 30, 2016 by COB 17:00 hours.**

Sincerely,

Matthew V. Tompkins  
Acting Contracting Officer

Enclosure