

Embassy of the United States of America



Guatemala
September 1, 2016

To: Prospective offeror

Subject: Request for Quotations (RFQ) **SGT50016Q0082**

Enclosed is a Request for Quotations (RFQ) for **Office Furniture for the Consular Section at the US Embassy** to be performed at **Avenida 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 9, 2016 at 10:00 am** at **Avenida Reforma 7-01 Zona 10**; therefore we will need you to submit the following information in order to get access to our facilities no later than Tuesday September 6th at 17:00 hrs to CuaPR@state.gov

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

Quotations are due by Friday, September 16, 2016 by COB 12:00 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
4. Attachments