



Embassy of the United States of America

Guatemala
September 2, 2016

To: Prospective Offeror

Subject: Request for Quotation (RFQ) **SGT50016Q0083**

Enclosed is a Request for Quotation (RFQ) for **OCBD Market Reporter Training from September 26-30th** to be performed at **Guatemala City** 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.

Quotations are due by Tuesday , September 13, 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