Embassy of the United States of America

Guatemala, May 12, 2016

To: Prospective Quoters

Subject: Request for Quotations number SGT50016Q0047

Enclosed is a Request for Quotations (RFQ) for Office Equipment requested by INL Guatemala as detailed in the attached scope of work. If you would like to submit quotation, please complete the required portions of the attached document, and submit your offer to:

GuatemalaBids@state.gov

The U.S. Government intends to award a purchase order to the responsible company submitting a technically acceptable offer at the lowest price. 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 Monday, May 23, 2016 by COB 17:00 hours.

Sincerely,

Matthew V. Tompkins
Acting Contracting Officer

Enclosure