Embassy of the United States of America

Guatemala

June 21, 2016

To: Prospective offeror

Subject: Request for Quotations (RFQ) **SGT50016Q0052**

Enclosed is a Request for Quotations (RFQ) for the acquisition of: RADIO MESSAGE PRODUCTION AND BROADCASTING SERVICES, 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:

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 Monday, July 7, 2016 by COB 17:00 hours.

Sincerely,

Mark S. Mitchel

Contracting Officer

List of attachments

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