



Embassy of the United States of America

Guatemala, August 3, 2016

To: Prospective Quoters

Subject: Request for Quotations number SGT50016Q0066 – Cleaning Supplies

Enclosed is a Request for Quotations (RFQ) for the purchase of Cleaning Supplies for the United States Embassy in Guatemala as detailed in the attached scope of work. If you would like to submit a quotation, please complete the required portions of the attached documents and submit your offer to:

GuatemalaBids@state.gov

Please use ONLY the address provided above to send your offer, as offers sent to any other email addresses will not be considered valid.

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 Friday, August 19th. 2016 by COB 17:00 hours.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark S. Mitchell".

Mark S. Mitchell
Contracting Officer

Enclosure