



Embassy of the United States of America

U.S. Embassy Guatemala

Date: October 21, 2015

To: Prospective Quoters

Subject: Request for Quotations number SGT50016Q0007 Enclosed is a Request for Quotations (RFQ) for moving services to include both apartment/household moves (e.g. loading, unloading, furniture assembly) and small in-town tasks (e.g. loading, unloading). If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

A pre-proposal conference to discuss the requirements of this solicitation will be held on Thursday, October 29, 2015 at 9:00am at the Embajada Americana, Avenida Reforma 7-01, Zona 10, Guatemala. Offerors interested in attending should provide the full name and DPI number for each person attending the visit no later than Monday, October 26, 2015 to Patricia Cua (CuaPR@state.gov). If you do not comply with this request, Diplomatic Security will not allow you to enter the compound. Please note that no more than 3 participants per company will be accepted.

Submit questions via email no later than October 27, 2015 to MitchellMS1@state.gov and CuaPR@state.gov. Attendees may also bring written questions to the proposal conference; however, if the answer requires research, there is no guarantee that the question will be able to be answered at the conference. The Government's statements at the pre-proposal conference will not be considered to be a change to the solicitation unless a written amendment is issued. Following the conference, all prospective offerors who provide their contact information will be provided a copy of all questions and answers. If an answer requires a change to the solicitation, a solicitation amendment will also be issued.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/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 November 4, 2015 by COB 17:00 hours.

Sincerely,

Mark S. Mitchell
Contracting Officer

