



*Embassy of the United States of America*

Guatemala November 18<sup>th</sup>, 2015

To: Prospective Quoters

Subject: Request for Quotations number SGT50016Q0016

Enclosed is a Request for Quotations (RFQ) for **Tree and undegrowth removal services**. 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 site visit to discuss the requirements of this solicitation will be held on Tuesday, November 24th at 9:00am at Blvd Austriaco, Calzada Cayalá (in front of Colegio Austriaco) zona 16, Guatemala. Offerors interested in attendance should provide the full name for each person attending the visit no later than Monday, November 23, 2015 to Patricia Cua (CuaPR@state.gov).

Submit questions via email no later than November 23, 2015 to MitchellMS1@state.gov and CuaPR@state.gov. Attendees may also bring written questions to the site visit; 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 site visit will not be considered to be a change to the solicitation unless a written amendment is issued. Following the site visit, 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 December 2, 2015 by COB 17:00 to the following address:

Mr. Mark Mitchell  
General Services Officer / Contracting Officer  
Avenida Reforma 7-01 zona 10.

Sincerely,

  
Contracting Officer

