



*Embassy of the United States of America*

Guatemala  
October 14, 2015

To: Prospective Quoters

Subject: Request for Quotations number SGT50016Q0003 – Elevator Maintenance

Enclosed is a Request for Quotations (RFQ) for the Elevator Maintenance services for the elevators installed at the United States Embassy in Guatemala City, Guatemala. If you would like to submit a quotation, follow the instructions in Section 3 and 4 of the solicitation, complete the required portions of the attached document, and submit **one (1) original and two (2) copies of your proposal** to:

**Mark S. Mitchell/Contracting Officer  
EMBAJADA AMERICANA  
Avenida Reforma 7-01, Zona 10  
Guatemala**

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract 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.

A complete quotation will consist of:

- SF-1449 completed and signed
- Section 1 – The Schedule
- Section 2 – Contract Clauses
- Section 5 – Offeror Representations and Certifications
- Any additional business proposal you include with the proposal

We will hold a site visit on Thursday, October 22, 2015 at 9:00 AM at the US Embassy – Guatemala, Avenida Reforma 7-01, Zona 10, Guatemala. You must submit your full name and ID # to [GaldamezAL@state.gov](mailto:GaldamezAL@state.gov) no later than Monday, October 19, 2015 to have enough time to process your access to the building.

You may submit any questions about this solicitation to Lorena Galdámez, [GaldamezAL@state.gov](mailto:GaldamezAL@state.gov) not later than Monday, October 19, 2015.

Quotations are due by **Friday, October 30, 2015 at COB 12:00 hours noon**. Quotations must be submitted to the address indicated above in a sealed envelope.

Sincerely,

  
Mark S. Mitchell  
Contracting Officer

