

United States Embassy in Guatemala
November 17, 2015

To: Prospective Offerors

Subject: Request for Quotations number SGT-50016-Q-0009

Enclosed is a Request for Quotations (RFQ) # SGT-50016-Q-0009 for Water Service Distribution of Five Gallon Containers on a weekly basis for the United States Embassy in Guatemala and Offices subscribed to this Contract, for a Five-Year-Contract that includes One-Base-Year and Four-Option Renewable-Years. (See Attachment "A" for SOW and Attachment "B" for Distribution details). 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.

The U.S. Government intends to award a contract to the responsible company which submits the lowest price, technically acceptable proposal. 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 Tuesday, December 1, 2015 by COB 17:00 hours. You must present one original and two (2) hard copies of your proposal. Deliver to:

**EMBAJADA AMERICANA
Avenida Reforma 7-01, Zona 10
Attn: Mark S. Mitchell**

and via e-mail to VilledaP@state.gov and MitchellMS1@state.gov.

Sincerely,

Mark S. Mitchell
Contracting Officer

Enclosure