



Embassy of the United States of America

Guatemala
April 6, 2016

To: Prospective Quoters

Subject: Request for Quotations number SGT50016Q0036

Enclosed is a Request for Quotations (RFQ) for the translation services for PEPFAR Guatemala as detailed in the attached scope of work. If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit your offer to:

GuatemalaBids@state.gov

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 by Friday, April 22, 2016 by COB 12:30 hours.

Sincerely,

Mark S. Mitchell
Contracting Officer

Enclosure