



**CONSULATE GENERAL OF THE  
UNITED STATES OF AMERICA  
Guayaquil, Ecuador**

April 7, 2015

Dear Prospective Bidder:

**SUBJECT: Request for Quotations Number S-EC300-15-Q-0021 for English Language Program**

The Consulate General of the United States of America invites you to submit a quotation for the English language program services at Guayaquil, Ecuador.

The Consulate General intends to conduct a site visit and pre-proposal conference on Wednesday, April 15, 2015 starting at 09h00 at the American Consulate General located at Calle Santa Ana y Av. José Rodríguez Bonín, Sector San Eduardo.

- Please contact Lilia Banchón by e-mail at [GuayaquilContracting@state.gov](mailto:GuayaquilContracting@state.gov) or phone at (04) 371-7038 to confirm your attendance
- Please plan to arrive early to allow for adequate time to pass through the Consulate's security procedures

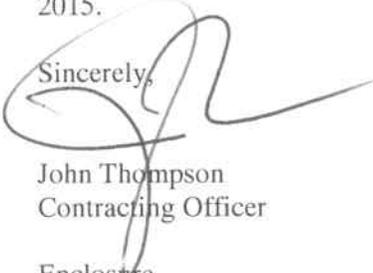
Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer, John Thompson, American Consulate General, Calle Santa Ana y Av. José Rodríguez Bonín, Guayaquil, Ecuador on or before Thursday, April 24, 2015 at 12h00. No quotation will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:  
Item # 1, Pricing  
Item # 3, Solicitation Provisions  
Item # 4, Listing and samples of Contractor Furnished Property

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.

Direct any questions regarding this solicitation to John Thompson, Contracting Officer by letter or at the e-mail address [GuayaquilContracting@state.gov](mailto:GuayaquilContracting@state.gov) during regular business hours on or before April 16, 2015.

Sincerely,

  
John Thompson  
Contracting Officer

Enclosure

As Stated.

Calle Santa Ana y Av. José Rodríguez Bonín  
Sector San Eduardo  
Tel.: (593-4) 371-7000  
<http://guayaquil.usconsulate.gov>