



July 2, 2013

Subject: Request for Quotations number SHA70013Q0002

Prospective Offerors,

Enclosed is a Request for Quotations (RFQ) for providing Greeter Services for U.S. Consulate in Port-au-Prince. 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 18 that follows this letter.

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.

A site visit and pre-proposal conference will be held on Wednesday, July 10 at 2 p.m. at the Consular Section of the U.S. Embassy. All bidders should plan to attend this meeting. An explanation of the required services and tour of the work premises will be provided at that time. Bidders should provide the Contracting Officer with the names of those attending at least three (3) days in advance at [sundayea@state.gov](mailto:sundayea@state.gov).

Quotations are due by July 31, 2013 at 10 a.m. Your quotation must be submitted in a sealed envelope marked "Consular Greeters Quote Enclosed" to the Assistant General Services Officer, Elizabeth Sunday at the U.S. Embassy located at Blvd. 15 October – Tabarre. No quote will be accepted after this time.

The contracting officer reserves the right to reject any and all quotes and to waive any informality in quotes received.

Please direct any questions regarding this solicitation to Elizabeth Sunday by email at [sundayea@state.gov](mailto:sundayea@state.gov).

Sincerely,

A handwritten signature in cursive script that reads "E. Sunday".

Elizabeth A. Sunday  
Contracting Officer