

*Embassy of the United States of America  
New Delhi, India*



August 6, 2013

Dear Sir/Madam:

Subject: Request for Quote (RFQ) Number – S-IN650-13-Q-0029 - Contractor to provide Media Monitoring Services for Public Affairs Section, New Delhi

The Embassy of the United States in India invites responsible offerors to participate in the solicitation process, for providing Media Monitoring Services for Public Affairs Section, New Delhi.

The U.S. Government intends to award a purchase order to the lowest priced, technically acceptable and responsible offeror (company) (See Factors on technical evaluation. American Embassy intends to award a purchase order based on initial proposal, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Questions concerning this solicitation should be sent to Ms. Seema Luke at [luke@state.gov](mailto:luke@state.gov), in the form attached with the solicitation, latest by August 9, 2013, 1200 hrs. Responses will be sent in writing to all contractors on our list of interested parties.

Please do not submit the entire copy of the solicitation with your quotation. For a quotation to be considered, you must complete and submit the following:

1. SF-1449 (blocks 12, 17, 19-24, and 30 as appropriate)
2. Section 1, Block 23
3. Additional Information as required in section 3 Solicitation Provisions, Instructions to Offerors
4. Section 5, Representations and Certifications; complete the appropriate certifications and representations.

Your quotation must be submitted to the contracting officer at [newdelhibids@state.gov](mailto:newdelhibids@state.gov) with the subject line "Request for Quote (RFQ) Number – S-IN650-13-Q-0029 – for providing Media Monitoring Services for Public Affairs Section, New Delhi " on or before August 19, 2013, 1530 hours on. No quotation will be accepted after this date and time.

Sincerely,

  
Edith A. Davis  
Contracting Officer