American Embassy
Chanakyapuri
New Delhi-110021
Phone No. 91-11-24198728
Fax No. 91-11-24198278

January 13, 2014

Dear Sir/Madam:

Subject: Request for Quotations number S-IN650-14-Q-0005

Enclosed is a Request for Quotations (RFQ) for providing assistance services for "for the selection of candidates for the 2014 Epidemic Intelligence service Program" to American Embassy, New Delhi, India. 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 newdelhibids@state.gov

Your quotation must be submitted with the subject line "solicitation # S-IN650-14-Q-0005, "for the selection of candidates for the 2014 Epidemic Intelligence service Program" to the above mentioned e-mail address. *Please do not e-mail, your quotations at any other e-mail address except at newdelhibids@state.gov* . **The deadline for receipt of quotations is 1700 hours local time, on January 27, 2014.** Quotation received after the due time and date shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract 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.

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

1. The covering SF-1449 form (Blocks 12, 17, 24 and 30). Blocks 23 and 24 should list the total value of the quote.
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Quotation not complying with the requirements specified in Section 3 may be deemed as incomplete and may be excluded from further consideration.

The Contracting Officer reserves the right to reject any and all quotations and to waive any informality in quotations received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation at vedij@state.gov ***during*** regular business hours.

This solicitation requires registration with the System for Award Management (SAM) prior to award, pursuant to applicable regulations and guidelines. Registration information can be found at www.sam.gov.

Sincerely,

Edith Davis

Edith A. Davis
Contracting Officer