Embassy of the United States of America
New Delhi, India

August 20, 2014

Dear Prospective offerors:

SUBJECT: Request for quote Number S-IN650-14-Q-0108 for Providing Technical Support for the SPAN website in three Languages for American Embassy, New Delhi.

Enclosed is a Request for Quotations (RFQ) for Providing Technical Support for the SPAN website in three languages for American Embassy, New Delhi. 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 1449 that follows this letter.

The U.S. Government intends to award a purchase order to the responsible company submitting an acceptable quotation 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.

In order for a quotation to be considered, you must also complete and submit the following to the undersigned by the designated date and time:

1. Blocks 12, 17a, 30a, 30b and 30c of the SF-1449
2. The Price Schedules in Section 1
3. Section 5 on Representations and Certifications
4. All additional information requested for in Section 3

Your quotation must be submitted to the Contracting Officer at newdelhibids@state.gov with the subject line "Solicitation for providing Technical Support for SPAN website at American Embassy, New Delhi, India" on or by 1200 hours, August 28 2014. No quotation will be accepted after this date and time. Quotations submitted to another e-mail address shall not be taken into consideration. Quotations received after the due date and time shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

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 to lukes@state.gov during regular business hours, Monday thru Friday 08.45 hrs to 17.15 hrs by August 22, 2014. Answers to queries will be displayed on our website by August 26, 2014.

Sincerely,

Ann Marie Everitt
Contracting Officer