



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

July 18, 2011

Dear Prospective Quoter:

SUBJECT: Request for Quotations Number **S-IN650-11-Q-0071**

The Embassy of the United States of America invites you to submit a quotation for Hindi & Urdu language training services at **American Embassy - New Delhi, India.**

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer at American Embassy, Gate 'C', Chandragupta Marg, Chanakyapuri, New Delhi 110021 on or before **1200 hours on July 30, 2011.**

In order for a quotation to be considered, you must also complete and submit the following:

- SF-1449 cover page (complete blocks 12, 17, 19-24, and 30);
- Section 1, Paragraph A.1 on Pricing for base and two Option Periods; and
- A detailed company profile with list of existing clients to whom Hindi and Urdu training has been imparted and their contact persons with contact numbers.

The U.S. Government intends to award a contract to the lowest priced, technically acceptable, and responsible offeror **who is a registered firm. No award shall be made in the name of an individual person.** We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with offerors in the competitive range if there is a need to do so per FAR 52.214-10.

Direct any questions regarding this request for quotations to the undersigned by fax at 011-24198278, or by e-mail to MadridME@state.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Monica E. Madrid".

Monica E. Madrid
Contracting Officer