



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

Date June 6, 2014

To: Prospective Quoters

Subject: Request for Quotations number S-IN650-14-Q-0014

Enclosed is a Request for Quotations (RFQ) for providing services for Hindi and Urdu language classes to American Embassy – New Delhi, India. If you would like to submit 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 contract to the responsible company submitting an acceptable quotation. We intend to award a contract 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 time and date:

1. Blocks 12, 17a, 30a, 30b and 30c of the covering 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 with the contracting officer only at newdelhibids@state.gov with the subject line **"Solicitation for providing Hindi and Urdu language classes at American Embassy, New Delhi, India"** on or by 1700 hours, June 23, 2014. No quotation will be accepted after this date and time. Quotation submitted on some other e-mail address shall not be taken into consideration. Quotations received after the due time and date 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 at luke@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 A. Davis
Contracting Officer