

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



September 4, 2012

Dear Sir/Madam:

Subject: Request for Quote Number S-IN650-Q-0126

Embassy of the United States of America invites you to submit a proposal for translating the American Embassy website, into Hindi and Urdu. If you would like to submit a quotation, please follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it electronically at the e-mail provided below.

The U.S. Government intends to award a contract/purchase order to the lowest priced, technically acceptable and responsible offeror (company) (See Factors on technical evaluation on page 22. We intend to award a contract/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 lukes@state.gov in the form attached with the solicitation, latest by September 6, 2012.

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.

The complete proposal shall be sent via email to the following email addresses:
McClurewj@state.gov and SharmaC@state.gov

Closing Date: September 10, 2012, at 1200 hrs, No bid will be accepted after this date and time.

Sincerely,


William J. McClure
Contracting Officer