



*Embassy of the United States of America
Baghdad, Republic of Iraq*

May 16, 2011

To: Prospective Offerors

Subject: Solicitation number S-IZ100-11-Q-0203

The Embassy of the United States of America invites you to submit a quotation for the supply of HP laser printer toner cartridges for the U.S. Embassy Baghdad.

Your offer must be submitted electronically by email with the subject line "Offer S-IZ100-11-Q-0203 Enclosed" to BaghdadGSOProcBid@state.gov on or before 12:00 noon (Baghdad Time) on May 28, 2011. You may also elect to submit your offer in hard copy marked for the attention of the "Contracting Officer – Offer S-IZ100-11-Q-0203 Enclosed", which may be delivered to the Embassy Red CAC on Al Kindi Street between 0800 and 1500 on regular business days. No proposal will be accepted after the offer due date and time.

The U.S. Government intends to award a purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, 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 all items in the solicitation document highlighted in yellow and submit the following:

1. SF-1449 Blocks 17a, 23, 24, 30a, 30b and 30c.
2. Section 1, II Pricing
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 4, Evaluation Factors.

Direct any questions regarding this solicitation to Zoran Djordjevic by email at BaghdadGSOProcurement@state.gov .

Sincerely,

A handwritten signature in blue ink that reads "Smith Charles".

Smith Charles
Contracting Officer

Enclosure: S-IZ100-11-Q-0203