



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

April 12, 2011

To: Prospective Offerors

Subject: Solicitation number S-IZ100-11-Q-0151

The Embassy of the United States of America invites you to submit a quotation for the organization of Translation and catering services for the Roundtable Conference on Decentralization Challenges in Iraq scheduled from 4/26/2011 to 4/27/2011, in Baghdad.

Your quotation must be submitted by email in Acrobat pdf format with the subject line "Quotation S-IZ100-11-Q-0151 Enclosed" to the email address BaghdadGSOProcBid@state.gov on or before 12:00 noon Baghdad time on April 18, 2011. No quotation will be accepted after this time. Quotations sent to any other email address will not be considered.

The U.S. Government intends to award a contract 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 and submit the following:

1. SF-1449 Blocks 17a, 30a, 30b and 30c.
2. Section 1, II Pricing
3. Section 5, Representations and Certifications – all fields highlighted in yellow as applicable;
4. Additional information as required in Section 4, Evaluation Factors.

Direct any questions regarding this solicitation to BaghdadGSOProcurement@state.gov.

Sincerely,

Otis Harrison
Contracting Officer

Enclosure: S-IZ100-11-Q-0151