



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

October 19, 2011

To: Prospective Offerors

Subject: Solicitation number S-IZ100-12-Q-0008

The Embassy of the United States of America invites you to submit a quotation for simultaneous interpretation services and leasing of audio equipment for the Department of Treasury Workshop to be held in the International Zone, Baghdad on Nov 13-17, 2011.

Your quote must be submitted electronically by email with the subject line "Quote S-IZ100-12-Q-0008 Enclosed" exclusively to BaghdadGSOProcBid@state.gov on or before 12:00 noon (Baghdad Time) on October 28, 2011. You may also elect to submit your quote in hard copy marked for the attention of the "Contracting Officer – Quote S-IZ100-12-Q-0008 Enclosed", which may be delivered to the Embassy Red CAC on Al Kindi Street between 0800 and 1500 on regular business days, and by 12:00 noon on October 28, 2011. No quotes will be considered if delivered to any other addresses than those stated above, and no quotes will be accepted after the solicitation closing date and time.

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. No site visit will be held for this solicitation.

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

1. SF-1449 Blocks 17a, 23, 24 & 30a-c
2. Section 1, 2.0 Pricing
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 4, Evaluation Factors.

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

Sincerely,


Wiley Williams
Contracting Officer

Enclosure: S-IZ100-12-Q-0008