



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

November 5, 2015

To: Prospective Offerors,

Subject: Request for Quotation to Solicitation No. SIZ10016Q0002 Mirrors for Gym for American Embass, Baghdad, Iraq.

Enclosed is a Request for Quotation (RFQ) to acquire Mirrors for GYM for the U.S. Embassy which is located inside the International Zone (IZ), Baghdad, Iraq. If you would like to submit a quote, follow the instructions stated in the solicitation, complete the required portions of the solicitation, and submit it to the address shown on the Standard Form 18 that follows this letter.

We intend to award a firm fixed price purchase order 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.

Your proposal must be submitted electronically by email with the subject line "**Solicitation No.: SIZ10016Q0002, Enclosed**" to BaghdadGSOProcBid@state.gov not later than **November 15, 2015** at / before **16:30 p.m.** (Baghdad Time).

ANY OFFERS SENT TO ANY EMAIL ADDRESS OTHER THAN THE ADDRESS ABOVE WILL BE REJECTED.

You may also elect to submit your proposal in hard copy marked for the attention of the "**Contracting Officer – Solicitation No.: SIZ10016Q0002, Enclosed**", which may be delivered to the Embassy Red CAC on Al Kindi Street between 08:00 and 16:00 on regular business days **on/before November 15, 2015**. No proposal will be accepted after the cut-off date and time.

Direct any questions regarding this solicitation to BaghdadGSOProcurement@state.gov. Questions must be submitted in writing in the English language **on/before November 08, 2015 at/before 17:00 pm local time**. All answers will be posted on the Embassy website on **November 10, 2015** for all bidders.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Gage".

John Gage
Contracting Officer