



42 Elgin Road  
Ballsbridge, Dublin 4  
February 22, 2016

To: Prospective Quoters

Subject: Request for Quotations

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for chauffeur services in Dublin and Cork beginning February 29, 2016. Please see full details of the request below and reply to Ms. Mary Hyland [HylandMT@state.gov](mailto:HylandMT@state.gov), ph. 01-237 5872 to indicate if you are interested in submitting a quotation.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due on or before noon, Thursday February 25.

Quotations may be delivered in hard copy at the above address or via email for the attention of Ms. Mary Hyland

## CHAUFFEUR SERVICES

### SCOPE OF WORK/SERVICES\*

Specific requirements as follows:

**February 29:**

1x 6-Seater w/driver start 08:00 for 12hrs, Dublin area

**March 1 – 4 (4 days):**

1x 6-Seater w/driver start 08:00 for 12hrs, Dublin area

**March 5:**

3x 6-Seater w/driver start 08:00 for 12hrs, Dublin to Cork, remain in Cork

**March 6 - 10 (5 days):**

3x 6-Seater w/driver start 08:00 for 12hrs, Cork area

**March 10:**

3x 6-Seater w/driver start 08:00 for 12hrs, Cork to Dublin

**March 11 – 14 (4 days):**

3x 6-Seater w/driver start 08:00 for 12hrs, Dublin area

**March 15:**

1x 6-Seater w/driver Airport Transfer, Dublin area

**NOTE:** U.S. Embassy may conduct security clearance on prospective drivers.

\*Scope of Work/Services is subject to change.