



42 Elgin Road  
Ballsbridge, Dublin 4

June 2, 2014

To: Prospective Quoters

Subject: Request for Quotations number SEI30015M0287

The American Embassy Dublin is currently seeking quotations for supplementary office refurbishment at an office based in Ballsbridge, Dublin 4.

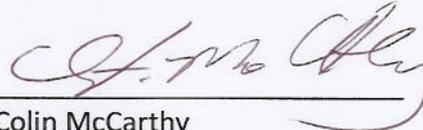
- 21 x Under-desk CPU holder  
Supply, deliver and install
- 5 x Office Storage Unit  
Tambour Unit, H1980mm x W1000mm, silver/metal finish  
Supply, deliver and install
- 1 x Office Partition, moveable  
Floor to ceiling with sliding door  
Sliding door from top roller-track with floor mounted guides  
Single glazed 12mm toughened glass, frosted covering, aluminum trim  
Supply, deliver and install
- 1 x Office Painting  
Prepare, repair, paint all office walls with a minimum of two coats of approved Emulsion paint  
Prepare, repair, paint all office woodwork/doors/moulding/skirting with a minimum of two coats of approved wood paint  
Brand: Fleetwood or similar agreed paint  
Color: TBC

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 **Monday, June 8<sup>th</sup> at 15:00.**

Quotations may be delivered in hard copy at the above address or via email to [HylandMT@state.gov](mailto:HylandMT@state.gov)

Sincerely,

A handwritten signature in dark ink, appearing to read 'C. McCarthy', written over a horizontal line.

Colin McCarthy  
A/Contracting Officer