



Consulate General of the United States of America
Jerusalem

October 12, 2012

Dear Prospective Offeror:

**SUBJECT: Solicitation # SIS400-12-Q-1704836
Travel Management Services**

Enclosed is a Request for Quotations (RFQ) for Travel Management Services. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable 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 by **Thursday, November 15, 2012, no later than 02:00 pm.**

The Consulate intends to conduct a pre-quotation conference at the Consulate premises located on 18 Agron Road, Jerusalem, on **Thursday, November 08, 2012 at 10:00 am** and all prospective quoters who have received a solicitation package are required to submit the names of the people who are going to attend the conference by maximum 04:00 pm on Tuesday, November 06, 2012. See Section 3 of the attached Request for Quotations (RFQ).

Direct any questions regarding this request for quotations to Ranya Dahdal by email to dahdalra@state.gov, or by telephone 02-649 3050 during regular business hours.

Sincerely,

Patrick Waddington
Contracting Officer