Embassy of the United States of America

Amman, Jordan
September 4, 2014

To: Prospective Offerors

Subject: Request for Quotation Number S-JO100-14-Q-0041

The American Embassy Amman, Jordan, has a requirement for a contractor to provide **1 (one) translation system as specified in the RFQ schedule**.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it. We intend to award a purchase order to the lowest priced technical acceptable offer 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.

In order to be considered, your quotation shall contain the following information:

1. SF-1449 Blocks 12, 17, 23, 24 and 30;
2. Section 1, II. Pricing;
3. Section 5 - Representations and Certifications;
4. Additional Information as required in Section 3 - Solicitation Provisions;

Proposals are due by September 14, 2014 at 14:00 pm. local time. Please send your quotations or requests for clarification to Ms. Reem Sughayer, Procurement Agent at 590-6094, fax number 592-7957, or e-mail: SughayerRH@state.gov. Oral quotations will not be accepted.

Sincerely,

Nadine F. Johnson
Contracting Officer

Enclosure: As Stated.