



February 26, 2013

American Consulate General
5/1 Ho Chi Minh Sarani
Kolkata- 700071
Phone No. 91-33-39842400

To: Prospective Quoters

Subject: Solicitation number SIN300-13-Q0006

Enclosed is a Request for Quotation (RFQ) for maintenance and service of Air conditioning plant, power sub-station, high/low tension electrical distribution etc. If you would like to submit a proposal, follow the instructions in Section I 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 to the responsible company submitting the lowest priced, technically acceptable offer. We intend to award a contract 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.

There will be a pre-proposal conference/site visit scheduled to be held on March 05, 2013 at 11:30 a.m. Manuals regarding the equipment shall be available for inspection. Please contact Procurement Section at 3984-6448 / 3984-6440 for an appointment to inspect these manuals.

Proposals are due by 1500 hrs on Wednesday, March 20, 2013 local time.

Sincerely,


Matthew R. Hetrick
Contracting Officer

Enclosure: As stated.