



Consulate General of the United States of America

Date: January 8, 2015

Dear Prospective Offeror/Quoter:

The US Consulate in Kolkata has a requirement for a contractor to provide services for managing the Welcome Kit (a.k.a. Hospitality Kit) for its incoming and outgoing diplomats. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, Performance Works Statement (PWS) and technical qualifications.
3. Late quotation rules, evaluation method and other purchase terms & conditions.

The Consulate 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 US Consulate to make any award. The Consulate may cancel this RFQ or any part of it. Please read the RFQ carefully, and if you are interested, submit your quotation by **03:00 pm on January 30, 2015**.

Pre-proposal conference:

There will be a pre-proposal conference at the Consulate on **Friday, January 13, 2015 at 03:00 pm**. Please send the names of the persons, who will attend the conference at least 48 hours in advance so that necessary access permission could be arranged.

Sincerely,

Andrew F. Ryan
Contracting Officer