



Riga, Latvia
August 15, 2014

To: Prospective Quoters

Subject: Request for Quotations number S-LG750-14-Q-0004

Enclosed is a Request for Quotations (RFQ) for Delivery of Electrical Forklift. If you would like to submit a quotation, complete:

1. The Section I, paragraph E, Prices;
2. SF 18, Blocks 12 through 16;
3. Please provide picture and detailed specifications if the offered model.

Please submit the quotation to the address shown on the Standard Form 18 that follows this letter or send it electronically to EllisKB@state.gov.

The U.S. Government intends to award a 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 16:00, September 3, 2014.

Sincerely,

A handwritten signature in cursive script that reads "Keith B. Ellis".

Keith B. Ellis
Acting Contracting Officer

Enclosure: SF 18, SOW