



April 13, 2016

To: Prospective Quoters

Subject: Request for Quotations number S-LG750-Q-16-0010

The Embassy of the United States of America invites you to submit a proposal for Trash Removal and Recycling 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 fill out the Standard Form 1449.

The Embassy intends to conduct a site visit on **April 19, 2016, at 10:00** and all prospective offerors who have received a solicitation package are invited to attend. The names of the participants must be submitted not later than **April 18, 2016 on or before 10:00**. No more than 2 persons will be admitted from each company.

Your proposals must be sent by E-mail to MastersLJ@state.gov on or before 14:00 on May 2, 2016.

Please direct any questions regarding this solicitation electronically to Lorraine J. Masters, Contracting Officer, by e-mail: MastersLJ@state.gov by **April 20, 2016, 14:00**. Questions and Answers will be posted on the Embassy website <http://riga.usembassy.gov> under "Opportunities/Procurements" section by **COB April 22, 2016**.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract 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.

Sincerely,

Contracting Officer