



Riga, Latvia  
May 12, 2016

**To: Prospective Quoters**

**Subject: Request for Quotations number S-LG750-16-Q-0013**

Enclosed is a Request for Quotations (RFQ) for delivery exclusive handmade household furniture to the U.S. Embassy Riga. If you would like to submit a quotation, please complete:

1. The Section I, paragraph II, Pricing;
2. SF 18, Blocks 12 through 16;
3. Please provided additional information as stated in the Section3, Instructions to Offerors.

Please submit the quotation to the address shown on the Standard Form 18 that follows this letter or send it electronically to [MastersJL@state.gov](mailto:MastersJL@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 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 14:00, May 23, 2016.**

Sincerely,



Lorraine J. Masters  
Contracting Officer