



*Embassy of the United States of America*

March 15, 2016

U.S. Embassy Vilnius  
Akmenų 6, Vilnius  
LT 03106, Lithuania

Dear Prospective Quoter:

SUBJECT: Solicitation Number SLH50016 Q 0015

Enclosed is a Request for Quotations (RFQ) for Travel Management Services. If you would like to submit a quotation, follow the instructions in Section 3 page 49 of the solicitation, complete the required portions of the attached document, and submit it to [Vilnius.Procurement@state.gov](mailto:Vilnius.Procurement@state.gov)

Quotations are due by COB April 13<sup>th</sup>, 2016.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price.

The Embassy intends to conduct a *pre-quotation conference/site visit* on April 4<sup>th</sup>, 2016, 10:00 a.m. at U.S. Embassy Vilnius, Akmenų 6. All prospective quoters are invited to attend and must email the names of attendees and their company name to [Vilnius.Procurement@state.gov](mailto:Vilnius.Procurement@state.gov) by April 1<sup>st</sup>, 9:00 a.m. to arrange entry to the building. See Section 3 of the attached Request for Quotations (RFQ).

Direct any questions regarding this solicitation to inbox [Vilnius.Procurement@state.gov](mailto:Vilnius.Procurement@state.gov) Monday-Friday between 8:00 a.m, and 5:00 p.m.

Sincerely,

A handwritten signature in black ink that reads "Kelli Ketover".

Kelli Ketover  
Contracting Officer