



*Embassy of the United States of America*

*Manila, Philippines*

December 21, 2012

Prospective Offeror

**Subject: Solicitation Number SRP380-13-Q-0021, Chiller Installation Project**

Dear Sir:

The Embassy of the United States of America invites you to submit a quotation for the **Installation of Chiller and its pertinent accessories.**

Your offer must be submitted in a sealed envelope marked "Offers Enclosed" to the Contracting Officer, Nenita V. Whitaker, Contracting and Procurement, General Services Office, U.S. Embassy Manila, Seafront Compound, Pasay City on or before **4:00 P.M., January 9, 2013.** Offers received after this time will not be considered.

In order for the offer to be considered, you must also complete and submit the following: Standard Form (SF) 18; Section A. Price; Additional information as required in Section J.(B) and Section L. Representations, Certifications and other Statement of Offerors or Quoters.

Any questions must be submitted to the Contracting Officer in writing. Questions should be submitted on or before 12:00 noon of January 7, 2013, via fax no. 548-6762 or email to [MNLCPRequests@state.gov](mailto:MNLCPRequests@state.gov).

A site visit and pre-proposal conference is scheduled on **January 4, 2013, 9:00 A.M. at US Embassy, Seafront Compound, Pasay City.** Please submit the names of your representative/s for the site visit and pre-proposal conference no later than 12:00 noon of January 3, 2013 via fax no. 548-6762.

The U.S. Government intends to award a purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a purchase order based on initial offers without holding discussions, although we may hold discussions with companies in the competitive range, if there is a need to do so.

The Embassy appreciates your interest in this solicitation.

Sincerely,

A handwritten signature in blue ink that reads "Ramon R. Taruc".

**RAMON R. TARUC**  
Contracting Officer

Enc: RFQ No. SRP380-13-Q-0021