



Embassy of the United States of America

Manila, Philippines

September 15, 2014

To: All Prospective Offerors

Subject: Request for Quotations number SRP380-14-Q-0129
Hotel Room Requirements for EAP FMO-MO and EAP HRO-MO Conferences

Enclosed is a Request for Quotations (RFQ) for *Hotel Requirements*. 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 submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract/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 no later than 4 PM on *September 29, 2014*.

Sincerely,

A handwritten signature in black ink that reads "Alexander K. Hardin".

ALEXANDER K. HARDIN
Contracting Officer

Enclosure