



Embassy of the United States of America

Lagos, Nigeria

March 20, 2012

To: Prospective Quoters

Subject: Request for Quotations Number 1664884

Enclosed is a Request for Quotations (RFQ) for the provision of pouch delivery and pick up 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 submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract to the **responsible company submitting an acceptable quotation 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.

A pre-proposal conference is scheduled for Tuesday March 27, 2012 by 10:00AM. Due to space constraints, no more than two persons per company will be required to attend the conference. For access into the consulate, please send the full names of the officers that will be attending the conference, and note that a photo ID bearing the names submitted will be required before access is granted. Names not submitted by Monday March 26, 2012 will not be granted access into the Consulate office Building.

Quotations are due by Thursday April 12, 2012 by 1500hours (3PM).

Sincerely,


Benjamin Bandoh
Contracting Officer

Enclosure