



July 31, 2012

Dear Prospective Quoter:

**SUBJECT: Request for Quotations Number PR1894313 for English Language Course for Embassy employees**

The Embassy of the United States of America invites you to submit a quotation for language training services.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the U.S. Embassy, Magdalena Kalinowska, GSO Section, ul. Piekna 14a, 00-539 Warsaw on or before 16:00 on August 17<sup>th</sup>, 2012.

In order for a quotation to be considered, you must also complete and submit the following:

Section 1 – Pricing (page # 3 and 4)

Section 4 – Evaluation Factors (Reference List and Teaching Certificates – page # 22)

Section 5 – Representation and Certifications (pages # 31, 33 and 35)

Direct any questions regarding this request for quotations to Andrew Staples by email: [StaplesAT@state.gov](mailto:StaplesAT@state.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Staples".

Andrew Staples  
Contracting Officer