



*Embassy of the United States of America*

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Warsaw, July 30, 2015

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-PL90015Q0008

Enclosed is a Request for Quotation (RFQ) for Travel Management Services to be rendered on site at the U.S. Embassy premises in Warsaw at Piekna 14A. 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, as shown on the Standard Form 1449 that follows this letter:

American Embassy Warsaw  
Al. Ujazdowskie 29/31  
00-540 Warszawa  
Poland

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.

Quotations are due by August 31, 2015 at 11:00 am (local time).

The Embassy intends to conduct a pre-quotation conference on August 17, 2015 at 10:00 am, and all prospective quoters who have received a solicitation package are invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Direct any questions regarding this solicitation to Malgorzata Rosinska by email at [Rosinskamx@state.gov](mailto:Rosinskamx@state.gov) or by telephone +48-22-504-2481 during regular business hours.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Christina F. Lim'.

Christina F. Lim  
Contracting Officer

**Enclosure**

**Solicitation Package S-PL90015Q0008**