

U.S. Embassy Bucharest
Date: 21st April 21, 2016

To: Prospective Quoters

Subject: Request for Quotations number SRO10016-Q0013

Enclosed is a Request for Quotations (RFQ) for Agribusiness Trade Mission (ATM) Implementation Services for Romania to include: Business Recruitment and Matchmaking, Meeting Coordination and Facilitation, Logistics Management, Interpretation and Materials Translation, Informational Materials Development, and Photography. 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 by *6th May 2016, 16:00.*



Sincerely,

A handwritten signature in black ink, appearing to read "M. DeLauder".

Contracting Officer

Michael DeLauder

Enclosure