

US Embassy
Hviezdoslavovo nam 4
811 03 Bratislava

April 8, 2013

To: Prospective Quoters
Subject: Request for Quotations number SLO10013Q0001

Dear Prospective Quoter:

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

Quotations are due by April 30, 2013, at 12 p.m. Please either mail or hand deliver your quotation to the U.S. Embassy, Hviezdoslavovo namestie 4 addressed to the General Services Office, marked Attention: P. Anthes, Proposal enclosed **or send it via e-mail to: anthespi@state.gov and zatkovaza@state.gov.**

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

Item # 1: Form SF 1449

Item #2, Pricing

Item #3, Section 3, Solicitation provisions

Item #5, Section 5 Offeror Representations and Certifications

The pre-proposal conference will be held on April 16, 2013 at 10:00 at the US Embassy in Bratislava. If you wish to participate, please send your inquiry not later than April 12, 2013, 10:00 am to: zatkovaza@state.gov.

Direct any questions regarding this request for quotations to *Peter Anthes* by e-mail stated above.

Sincerely,



Peter J. Anthes

Contracting Officer