Embassy of the United States of America
General Services Office
May 8, 2012

SUBJECT: RFQ SSI60012Q0006, Panel Van

Dear Prospective Offeror:

The Embassy of the United States of America in Ljubljana, Slovenia plans to order a new panel van for the maintenance team.

We hereby invite you to submit an offer for a vehicle with the following minimum specifications:

- Panel van
- Diesel engine, up to 2500ccm
- Manual transmission
- Left hand drive
- Cargo area dimensions: 330cm (length) x 170cm (width) x 1.9m (height)
- Electric windows
- Manual air condition unit
- ABS
- Central locking mechanism with remote
- Delivery to Ljubljana: No later than June 30, 2012

We expect your offer to be submitted till 13:00 hrs on May 18th, 2012 to the following e-mail address (kruharm@state.gov).
NOTE: The Embassy of the United States of America in Ljubljana is exempt of VAT and Excise Tax. Please provide your quotation accordingly.

Direct any questions regarding this request to kruharm@state.gov.

The U.S. Government intends to award a purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a 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.

Sincerely,

Marijan Kruhar
Procurement Agent