

SCE20016Q0028

U.S. Embassy Colombo

Date: August 26, 2016

To: Prospective Quoters

Subject: Request for Quotations number SCE20016Q0028

Enclosed is a Request for Quotations (RFQ) for hotel accommodation for approximately 75 personnel from December 04th, 2016 to December 09th, 2016 and a conference facility able to accommodate approximately 80 personnel from December 05th, 2016 to December 09th, 2016 at a four or five star hotel in Colombo 01, 02 or 03. 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 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 September 09, 2016 at 1500hrs.

Sincerely,

David D McKay

Contracting Officer