



Embassy of the United States of America

Colombo, Sri Lanka

December 18, 2015

To: Prospective Quoters:

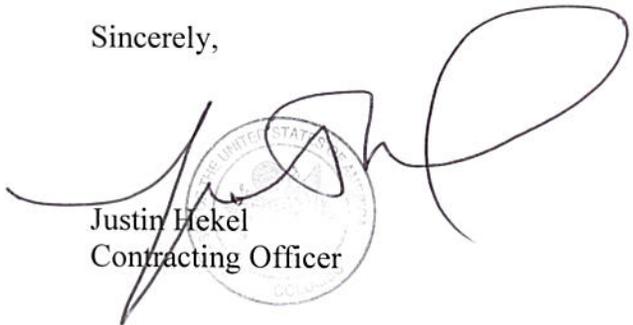
Subject: Request for Quotations number SCE20016Q0003 – NEA/SCA HRO Conference Facilities and Lodging Services

Enclosed is a Request for Quotations (RFQ) for NEA/SCA HRO Conference Facilities and Lodging to be held in March 1-4, 2016. 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 **January 4, 2016 at 15:00 hrs** local time.

Sincerely,


Justin Heikel
Contracting Officer