



Embassy of the United States of America

U.S. Embassy Dili
Date: April 16, 2016

To: Prospective Quoters

Subject: Request for Quotations number STT10016Q0017

Enclosed is a Request for Quotations (RFQ) for Annual preventive maintenance of central air conditioning unit at chancery. 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 May 4, 2016 at 3:00pm, local time

Sincerely,

A handwritten signature in black ink, appearing to read 'Joshua Mertsch', written over a printed name and title.

Joshua Mertsch
Contracting Officer

Enclosure