Embassy of the United States of America

Lome, Togo

March 22, 2010

To: Prospective Offerors

SUBJECT: Request for Quote Number STO40010R0004
French Language Training Services

Dear Prospective Offerors:

The Embassy of the United States of America invites you to submit a quotation for French language training services in Lome, Togo.

Please review the attached solicitations stating the terms and conditions applicable to providing these services and submit a price quote. As you will notice, there are two (2) separate solicitations: beginner and advanced. They will be considered separately. Offerors can choose to bid and submit a price quote for one of the solicitations or for both.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" no later than April 21, 2010 at 16h 00 local time to:

The Contracting Officer
Embassy of the United States of Lome
4332 Blvd Eyadema
BP 852 – Cité OUA
Lome, Togo

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

1. SF-1449 (including all pages).
2. Section 2 price information completed.
3. Signed page 13.
4. All requested evaluation information (see item list in section 13-page 9).

Direct any questions regarding this request for quotation to the Contracting Officer by letter or by telephone at 261-5470 during regular business hours.

Sincerely,

Philip D. Wilson
Contracting Officer

EMBASSY OF THE UNITED STATES OF AMERICA
LOME