



Date: September 4, 2014

Dear Prospective Offerors,

SUBJECT: Solicitation Number STO40014R0016 – Request for Quotations for Hospitality Kits, place setting of 6 in a Trunk

The American Embassy Lome, Togo invites you to submit a quotation for:

- Ten Hospitality Kits, place setting of 6 in a Trunk

The Embassy plans to award a purchase order to the responsible Bidder submitting an acceptable offer at the lowest price. You are encouraged to make your quotation competitive.

Please read the welcome kit specifications carefully, and if you are interested, submit your quotation by email at LomeProcurement@state.gov on or before 10:00 September 15, 2014. Oral quotation will not be accepted.

Sincerely,

Jason D. Halleck
Contracting Officer

Enclosure: Hospitality Kits, place setting of 6 in a Trunk - Specifications