



American Embassy  
Lome - Togo

April 12, 2013

Dear Prospective Quoter:

**SUBJECT: Solicitation Number STO40013R0004  
Routine Elevator Maintenance**

The Embassy of the United States of America invites you to submit a quotation for Routine Elevator Maintenance.

The Embassy intends to conduct a pre-quotation conference, and all prospective quoters who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Submit your quotation in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer, American Embassy Lome, B.P. 852 Lome, Togo on or before 16:00 on May 6, 2013. No quotations will be accepted after this time.

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

1. Fill in "SF-1449"
2. Section 1 pricing;
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to the Contracting Officer by letter or by telephone 22-61-54-70 during regular business hours.

Sincerely,

Mark Nichols  
Contracting Officer