



American Embassy  
110 Ataturk Bulvari  
Ankara, Turkey

Phone : (312) 457 73 50  
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GSO/ACQUISITIONS

VIA EMAIL

Date : 05/20/2015  
Solicitation No. : STU150-15-R-3623  
Solicitation Name: Quotation Request for Attorney Services for Housing: Model Lease, Title Deed Review

Dear Prospective Bidder,

The Embassy of the United States of America invites you to submit a proposal for Attorney Services on the Legal matters, as specified in the Performance Work Statement.

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package.

Your proposal must be mailed in a sealed envelope marked "Proposal Enclosed" to Elizabeth Sweet, U.S. Embassy Ankara, Ataturk Bulvari, No: 110 Kavaklidere on or before **May 29, 2015. (Embassy Gate 4 accepts proposals from couriers only between 15:00-16:00, please inform the courier company to deliver your proposal on this timeline.**

Complete the OFFER portion of the Standard Form 1449, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

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

1. A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Section 1 has been filled out.
2. List of clients the bidder is servicing, demonstrating prior experience in all aspects of "General Laws and Sales of Properties" within Ankara to include relevant past performance (number of cases won) and references with telephone numbers.
3. Evidence of "Bar" membership, legal expertise in Title Deed Review and international law for at least one other attorney that will be appointed to assist the government.

4. Resume of the attorney that will serve as principal point of contact to the Embassy. The U.S. Government will only deal with one person. The principal POC must be fluent in written and oral English.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to Elizabeth Sweetby letter or email [Sweete@state.gov](mailto:Sweete@state.gov) or [Colaks@state.gov](mailto:Colaks@state.gov) until 17:00 p.m. on May 25, 2015. Responses will be sent in writing to all contractors on our list of interested parties.

Sincerely,



Michael Fundahn  
Contracting Officer