



American Embassy  
110 Ataturk Bulvari  
Ankara, Turkey

Phone : (312) 457 73 55  
Fax No. : (312) 457 73 91

GSO/ACQUISITIONS

Date : 04/10/2015  
Solicitation No. : STU150-15-Q-3011 (PR4194813)  
Solicitation Name : Proposal Request for Catering Service for Independence Day Reception

Dear Prospective Offeror:

Enclosed is a Request for Quotations (RFQ) for providing catering service for the Independence Day reception. 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 Embassy intends to conduct a pre-proposal conference on April 17, 2015, at 9:00 am, and all prospective offerors who have received a solicitation package are invited to attend. Attendees should report the names of their attendees to Dilek Dursun ([DursunDT@state.gov](mailto:DursunDT@state.gov)) by 10:00 a.m. on April 16, 2015.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract 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.

Direct any questions regarding this solicitation to Michael Fundahn ([FundahnFJ@state.gov](mailto:FundahnFJ@state.gov)), Elizabeth Sweet ([SweetE@state.gov](mailto:SweetE@state.gov)) and Meral Yalhi ([YalhiM@state.gov](mailto:YalhiM@state.gov)) by letter or email during regular business hours before 10:00 AM on April 27, 2015.

Quotations are due on or before 10:00 a.m. on April 30, 2015 electronically to Elizabeth Sweet ([SweetE@state.gov](mailto:SweetE@state.gov)) and Meral Yalhi ([YalhiM@state.gov](mailto:YalhiM@state.gov)) and in hard copy to the address 314. Sok. Celik Apt. No. 11, Kirkonaklar, Ankara. No proposal will be accepted after this time.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Fundahn".

Michael J. Fundahn  
Contracting Officer