



January 14, 2016

4 Igor Sikorsky St.
04112, Kyiv, Ukraine

Dear Prospective Quoter:

SUBJECT: Solicitation Number SUP300-16-Q-0003, Packing and Shipping Services

The Embassy of the United States of America invites you to submit a quotation for Packing and Shipping Services in Kyiv, Ukraine. The Embassy intends to award multiple contracts for these services.

The Embassy intends to conduct a pre-quotation conference on **January 21, 2016 at 14:00 at the US Embassy, 4 Igor Sikorsky str., Kyiv, Ukraine**, and all prospective offerors will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to Adrian Lanspeary, Contracting Officer, 4 Igor Sikorsky str., Kyiv, Ukraine on or before 17:00 on February 12, 2016. No quotations will be accepted after this time.

Companies must obtain and /or provide proof of all permits and licenses required to provide packing and shipping services business in Ukraine in accordance with host government laws (eg. The Law of Ukraine on automobile transport, section III, chapter 8, article 48 - Documents stipulating cargo transportation, Section IV, Article 57 - Passenger and cargo transportation in Ukrainian territory by foreign transport operators; Decree of the Cabinet of Ministers of Ukraine # 1388 dated September 7, 1998 - General Provisions, etc.).

No electronic offers will be accepted. Please mail your offer to the contracting office prior to the response date and time.

For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to Adrian Lanspeary by letter or by telephone 38 044 521 50 00, 38 044 521 52 50 during regular business hours.

Sincerely,



Gregory MacDonal
Contracting Officer