



July 16, 2012
Kyiv, Ukraine

Dear Prospective Quoter:

SUBJECT: Request for Quotations SUP300-12-Q-0009 (Language Classes for Adults)

The Embassy of the United States of America invites you to submit a quotation for the language training course as per scope of work provided below:

Intensive Language Program Beyond 3/3 Reading Group

The Contractor shall conduct an advanced Russian reading group for State employees and eligible adult family members with a proficiency of at least S-3, R-3 in Russian at a firm-fixed price per session.

The Beyond 3 Reading Group will meet a total of thirteen (13) times for 90 minutes each session and should be organized very similar to a “book club”. The Reading Group will contain between 3 and 8 students.

The first session should serve as an introductory session during which the contractor will become acquainted with the reading group participants and help them choose a book(s) based on the interests of the reading group. The Contractor should come prepared with book recommendations and summaries to the introductory session. The reading group participants should be allowed to choose the book(s) that they will read over the following months. The remaining twelve (12) sessions will be used to discuss the book(s). The Contractor and participants will agree on how much to read between each session. The Contractor should facilitate discussion during subsequent sessions; students should do the majority of the talking. All discussions of the book(s) should be carried out in Russian. The Contractor should be capable of explaining more difficult concepts or vocabulary in English as necessary.

The Government will provide the course start dates and course location a minimum of one week prior to the course start date.

The Contractor is responsible for organizing own transportation to and from the classroom location.

Offer shall include, at a minimum, the following information:

1. **Firm-fixed price per session in USD or local currency**, including all applicable taxes
2. Cancellation policy
3. Potential list of books for a Beyond 3 Russian Reading Group

Materials: Students will be responsible for obtaining copies of the books that they will be reading. The Contractor is responsible for acquiring his/her own copy.

The Contractor shall not submit an invoice for payment until all requirements identified in this contract have been completed and delivery is accepted. The Government shall pay the Contractor as full compensation for all the work required and accepted under this purchase order the fixed-price rate. According to the U.S. Federal Acquisition Regulations (FAR), advance payments are prohibited. Pursuant to the Prompt Payment Act, the U.S. Government must make the payment within 30 calendar days after receipt of services. Please confirm in your offer that these payment terms are acceptable to your company.

The Contractor shall submit an invoice for payment in the proper amount in Ukrainian Hryvnia to the following address monthly:

FMO
U.S. Embassy
4 Igor Sikorsky
Kyiv, Ukraine

The U.S. Government intends to award a purchase order/contract after to lowest priced, technically acceptable offeror without discussions with offerors. Therefore, the offeror's initial offer should contain best terms from price and technical standpoint. However, the Government reserves the right to conduct discussions if necessary.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the US Embassy, 4 Igor Sikorsky St. to the attention of Cheryl Hipp, Contracting Officer on or before 17:00 on July 31, 2012.

Direct any questions regarding this request for quotations to Cheryl Hipp, Contracting Officer by letter or by telephone 521-5000 during regular business hours.


Sincerely,
Cheryl Hipp
Contracting Officer