



2 November, 2011  
Kyiv, Ukraine

Dear Prospective Quoter:

SUBJECT: Solicitation Number SUP300-12-Q-0001 Cost-per-copy Copier Services

The Embassy of the United States of America invites you to submit a quotation for Cost-per-Copy Copier Services.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the attention of Cheryl Hipp, US Embassy Contracting Officer, on or before 17:00 on November 18, 2011. 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. 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 Cheryl Hipp, Contracting Officer, by letter or by telephone at 490-4308 during regular business hours.

Sincerely,

  
Cheryl Hipp  
Contracting Officer