



January 12, 2012
Kyiv, Ukraine

Dear Prospective Quoter:

SUBJECT: Solicitation Number # SUP300-12-Q-0003
Routine Preventive Generator Maintenance

The Embassy of the United States of America invites you to submit a quotation for Routine Preventive Generator Maintenance.

The Embassy intends to conduct a pre-quotation conference, and all prospective quoters who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Submit your quotation in a sealed envelope marked "Quotation Enclosed" to the General Services Office of US Embassy Kyiv, A/GSO Cheryl Hipp at 4 Aircraft Designer Igor Sikorsky Street, Kyiv, Ukraine 04112, on or before 5 pm on Friday, January 27, 2012. 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 pricing;
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to *Irina Petrina* by e-mail PetrinaID@state.gov or by telephone 050-330-6945 during regular business hours.

Sincerely,

Cheryl Hipp
Contracting Officer
US Embassy Kyiv