



March 28, 2016

4, Igor Sikorsky St.,
Kyiv, 04112, Ukraine

SUBJECT: Request for Quotation SUP300-16-Q-0008
Routine Elevator Maintenance for US Embassy Kyiv Ukraine

Dear Prospective Quoter:

The Embassy of the United States of America invites you to submit a quotation for Routine Elevator Maintenance. If you would like to submit a quotation, please follow instructions in Section 1 of the Solicitation, complete the required portions of attached documents, and submit it to the address indicated on the Standard Form 1449 that follows this letter.

The Embassy intends to conduct a pre-quotation conference on March 30, 2016 at 14:00 at the US Embassy, 4 I. Sikorsky St., Kyiv, Ukraine, and all prospective quoters are 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 attention of Adrian Lanspeary, Contracting Officer to the US Embassy, 4 I. Sikorsky St., Kyiv, Ukraine on or before 17:00 April 11, 2016. No quotations will be accepted after this time. No electronic offers will be accepted.

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 Adrian Lanspeary, Contracting Officer by letter or by phone +38044-521-5000 during regular business hours.

Sincerely,

Adrian Lanspeary,
Contracting Officer