Kiev, Ukraine
May 17, 2012

To: Prospective Quoters

Subject: Request for Quotations number SUP300-12-Q-0004

Enclosed is a Request for Quotations (RFQ) for Windows Washing Services. If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter. **It is required to prepare your quotation in English language.**

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Please submit your proposals to Cheryl Hipp, Contracting Officer of US Embassy Kiev, at 4 Igorya Sikorskoho St (hand delivery).

Quotations are due by 16:30 June 22, 2012; late offers will be not accepted.

Sincerely,

EMBASSY OF THE UNITED STATES OF AMERICA
KYIV, UKRAINE

Cheryl Hipp,
Contracting Officer
US Embassy Kiev,
Ukriane