



*Embassy of the United States of America
Hanoi*

July 02, 2014

To: Prospective Bidders

Subject: Request for Quotation for 16 Seat Vehicles Requirement.

Enclosed is a Request for Quotation (RFQ) for the 03 each of 16 seat vehicles for the US Embassy Hanoi. If you would like to submit a quotation, complete the required portions of the attached document, and submit electronically to Bui Huyen Trang at BuiTH@state.gov by the deadline below.

The U.S Government intends to award a contract/purchase order for each requirements to the responsible company submitting an acceptable quotation at the lowest price. Quotes must be valid for a minimum of 90 calendar days . We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussion with companies in the competitive range if there is a need to do so.

The U.S Government will review your proposal. Once you are selected you must register in the System for Award Management (SAM) to get the Data Universal Numbering System (DUNS) number and the NATO Commercial and Government Entity (NCAGE) Code for doing business with the U.S Government. The detailed instructions will be released upon the award confirmation.

Quotations are due at 15:00, July 18, 2014.

Please email any question regarding this request for quotation to AikenAS@state.gov

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alexandra S. Aitken', with a long horizontal flourish extending to the right.

Contracting Officer

Alexandra S. Aitken