

## A LETTER TO PROSPECTIVE QUOTERS

February 07, 2012

Dear Prospective Quoter:

**SUBJECT: Request for Quotation for English Language Courses for Advanced and Intermediate Level** Employees of the U.S. Consulate.

The Consulate of the United States of America invites you to submit a quotation for English language classes for Advanced level (one group) and Intermediate level (one group) Russian employees at the U.S. Consulate. The maximum number of students in each group is 6.

### SCOPE OF WORK:

Period of study: The course should begin on February 27, 2012 and end on December 23, 2012.

Location: U.S. Consulate Office Building, 32 Pushkinskaya St., Vladivostok

Time: Two academic hours, twice a week at lunch time for each group. Total: 8 hours a week.

Teacher: Experienced Native English speaking instructor with at least a bachelors degree. If otherwise equally qualified, professional ESL instructors are given preference. In case the instructor is on leave the Contractor should provide a back-up Native English speaking teacher in order to keep classes going in accordance with schedule.

Teaching materials: The Contractor provides teaching materials, which should be indicated in bid separately with notification of the publishers and price. The materials are: course book for each student; audio and video materials for the lessons.

Payment for the services provided will be made via EFT within 30 days from the date the services are received AND receipt of proper, original invoice by the U.S. Consulate General in Vladivostok.

The contract will be awarded to the technically qualified, lowest price bidder.

Your proposal must be submitted in a sealed envelope marked "Quotation Enclosed" to Mr. Jason Sheets, Contracting Officer, 32 Pushkinskaya Street, Vladivostok, Russia, 690001 before 6:00 pm on February 17, 2012.

Direct any questions regarding this request for quotations to Larissa Konischeva, Procurement Assistant by telephone 2703-723 or Yana Glushan, Management assistant by telephone 274-86-37 during regular business hours.

Sincerely,

Jason Sheets  
Contracting Officer