



*Embassy of the United States of America
Bogotá, D.C., Colombia*

January 31, 2008

To: Prospective Quoters

Subject: Request for Quotations Number S-CO150-08-Q-0002

Enclosed is a Request for Quotations (RFQ) for Janitorial Services for the American Embassy – Bogota and the Regional Office Cartagena. 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.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1 - The Schedule
3. Section 3 – Solicitation Provisions
4. Section 4 – Evaluation Factors; and
5. Section 5 – Representations and Certifications

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.

The site visit will be held on February 12, 2008, @ 09:00 a.m., local time, at Carrera 45 No. 24B-27. Offerors/ quoters should contact Hernando Castillo, Phone: 57-1-383-2291, Fax: 57-1-383-2152, E-Mail: CastilloEH@state.gov for additional information or to arrange entry to the building.

Any Question on this solicitation must be submitted in writing either via fax at 383-2152 or e-mail at CastilloEH@state.gov no later than January 9, 2008.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the American Embassy – Bogotá, Attention: Amy C. Furgason, General Services Office – GSO, Carrera 45 No. 24B-27, **March 7, 2008**, on or before 4:00 p.m., local time. **No quotation will be accepted after this time.**

Sincerely,



Amy C. Furgason
Contracting Officer