



Embassy of the United States of America

Guatemala, August 10, 2020

To: Prospective Quoters

Subject: Request for Quotations number 19GT5020Q00 – Safety and Electrical System Upgrades for the DCMR

Enclosed is a Request for Quotations (RFQ) for Kitchen remodel/renovation located at the Official Residence. If you would like to submit a quotation, please complete the required portions of the attached documents and submit your offer to:

GuatemalaBids@state.gov

Please **use ONLY the address provided above** to send your offer, including the solicitation number in the email subject. Offers sent to any other email addresses may be rejected.

The U.S. Government intends to award a purchase order to the responsible company submitting a technically acceptable offer at the lowest price. We intend to award a 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.

Pricing must include breakdown (NET PRICE + VAT = FULL PRICE). VAT (IVA) should be listed separately for each line item.

Quotations are due Thursday September 10, 2020 by COB 12:00 hours. You will receive an automatic response from the GuatemalaBids@state.gov inbox once your bid has been received successfully. If you do not receive this automatic response, please contact Javier Díaz to DiazLJ@state.gov. Email bids should not contain attachments greater than 10MB in size, or they may be refused by the system. Quotation documents should be .pdf, .tif, or .gif files only. Please include the RFQ number and title of the project in the subject line of your email submittal.

A **Preproposal conference** has been scheduled for **Tuesday September 1, 2020 at 09:00 am at 13 calle 12-49 zona 10, colonia Oakland, ciudad de Guatemala**; therefore we will need you to submit the following information in order to get access to our facilities:

- 1) Complete name;
- 2) DPI number;
- 3) Date of birth;
- 4) Place of Birth

Please submit this information to the e-mail address: DiazLJ@state.gov not later than **Monday August 24, 2020 by 12:00 hours.**

Sincerely,

Aaron Truax
Contracting Officer

List of attachments:

Standard Form 18 (RFQ)

Solicitation Package –Statement of Work

Clauses incorporated by reference