



Guatemala, April 26, 2021

To: Prospective Provider

Subject: Request for Quotations number 19GT5021Q0028 – Acquisition of one (1) SUV vehicle.

Enclosed is a Request for Quotation (RFQ) for the acquisition of one SUV's, as detailed in the attached statement of work. If you would like to submit a quotation, please read all documents attached and complete items 11, 13, 14 and 15 of the SF 18 form; additionally add your formal quotation and a copy of your business license (patente de comercio) and submit it ONLY to:

GuatemalaBids@state.gov

Please **use ONLY the address provided above** to send your offer, including the solicitation number in the email subject.

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+DBA or Insurance + VAT = FULL PRICE). VAT (IVA) should be listed separately

Quotations are due on May 11, 2021 by COB 17:00 hours. You will receive an automatic response once your bid has successfully been received. If you do not receive a response, please contact Wagner Lam. Email bids should not contain attachments greater than 10MB in size, or they may be refused by the system.

Questions regarding this solicitation shall be sent to Javier Díaz, email: DiazLJ@state.gov not later than May 7, 2021. The answers to your questions will be available for all the potential providers.

Sincerely,

Juan G. Ortiz
Contracting Officer

List of attachments:

- Invitation Letter
- Standard Form 18 (RFQ)
- Solicitation Package –Statement of Work

Do not forget to include this number in the e-mail subject: 19GT5021Q0028 – Acquisition of one (1) SUV vehicle