



Embassy of the United States of America

Guatemala, January 28, 2019.

To: Prospective Quoters

Subject: Request for Quotations number **19GT5019Q0006- Purchase and Installation of a Precision Air Conditioning System for Data Center**

Enclosed is a Request for Quotations (RFQ) the Purchase and Installation of a Precision Air Conditioning System for Data Center in support to a project for the U.S. Embassy - Guatemala. If you would like to submit a quotation, follow the instructions to complete the required portions of the attached documents and submit your offer to the following address including the solicitation number in the email subject:

[GuatemalaBids@state.gov](mailto:GuatemalaBids@state.gov)

Please **use ONLY the address provided above** to send your offer, as offers sent to any other email addresses will not be considered valid.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting a technically 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.

**Quotations are due Thursday, February 14, 2019 by COB 17:00 hours.** Pricing must include breakdown (NET PRICE + VAT = FULL PRICE). VAT (IVA) should be listed separately for each line item.

**A site visit has been scheduled for Wednesday, February 6, 2019 at 10:00AM** at the site located in zone 13, Guatemala City.

Prospective offerors/quoters should contact Ana Alonzo by email [AlonzoAL@state.gov](mailto:AlonzoAL@state.gov) on/or before February 4, 2019 to provide personal data to process a security check in order to grant access to the site and to be provided of the exact address for the visit.

You will receive an automatic response from the [GuatemalaBids@state.gov](mailto:GuatemalaBids@state.gov) inbox once your bid has successfully been received. If you do not receive this automatic response, please contact Ana Alonzo to [AlonzoAL@state.gov](mailto:AlonzoAL@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.

Sincerely,

Aaron C. Truax  
Contracting Officer

List of attachments:

- Standard Form 18 (RFQ)
- Invitation Letter
- Solicitation Package –Statement of Work
- Clauses incorporated by reference
  - Exhibit A-Precision Air Conditioning