



Guatemala, September 25, 2020

To: Prospective Quoters

Subject: Request for Quotation number 19GT5020Q0111 – Information Technology Equipment

Enclosed is a Request for Quotations (RFQ) for the purchase and delivery of equipment for the US Embassy – Guatemala. 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 not be considered valid.

If you have any questions please submit them to Claudia Howell at HowellCM@state.gov. Questions are due October 7, 2020 by COB 17:00 hours.

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 contract 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 Friday, October 16, 2020 by COB 17:00 hours.

You will receive an automatic response from the GuatemalaBids@state.gov inbox once your bid has successfully been received. If you do not receive this automatic response, please contact Claudia Howell to HowellCM@state.gov. Please include the RFQ number and title of the project in the subject line of your email submittal. Quotation documents should be .pdf, .tif, or .gif files only. Email bids should not contain attachments greater than 10MB in size, or they may be refused by the system.

Sincerely,

Juan G. Ortiz
Contracting Officer

List of attachments:
Standard Form 18 (RFQ)
Solicitation Package –Work Statement
Clauses incorporated by reference