



Embassy of the United States of America

Guatemala
March 15, 2020

To: Prospective offeror

Subject: Request for Quotation (RFQ) **19GT5021Q0017**

Enclosed is a Request for Quotation (RFQ) for the acquisition of office supplies as detailed in the attached scope 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

Evaluation Criteria for award: The U.S. Government intends to award a purchase order to the responsible company submitting the Lowest Price Technically Acceptable (LPTA). We intend to award a purchase order based on initial quotations, without holding discussions, although we may clarify such requirement with companies in the competitive range if there is a need to do so.

Pricing should include IVA as a separate line item.

Quotations are due by March 25, 2021 by 17:00 hours. You will receive an automatic response from the Guatemalabids@state.gov inbox once your bid has successfully been received. Email bids should not contain attachments greater than 10MB in size, or they may be refused by the system. If you do not receive this automatic response, please contact Carmen Smith to SmithCE@state.gov

Sincerely,

Juan Ortiz
Contracting Officer

List of attachments:

Invitation Letter
Standard Form 18 (RFQ)
Solicitation Package –Statement of Performance
Clauses incorporated by reference