



*Embassy of the United States of America
Bogotá, D.C., Colombia
GSO/Contracting Unit*

July 29st, 2020

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19C02020Q0003 for Routine Elevator Maintenance

The Embassy of the United States of America invites you to submit a quotation for Routine Elevator Maintenance.

The Embassy intends to conduct a pre-quotation conference at the site on **August 19, 2020 at 0930 hours, local time, at Carrera 45 No. 24B-27**, and all prospective quoters who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Submit your quotation in a sealed envelope marked "Quotation Enclosed" **to the U.S. Embassy – Bogotá, Attention: Eila Sepulveda, Contracting officer – GSO, Carrera 45 No. 24B-27, on or before 1600 hours, local time on September 18, 2020. No proposal will be accepted after this time.**

In order for a quotation to be considered, you must also complete and submit the following:

1. **SF-1449**
2. Section 1 pricing;
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Unless an exception in FAR 4.1102 applies, your company must be registered in the System for Award Management (SAM) (www.sam.gov) in order to be eligible for award. Direct any questions regarding this solicitation to Eila Sepulveda or Natalia Mustafa by letter or by telephone 571-275-2291 during regular business hours and no later than August 31, 2020 at 16:00 hours, local time.

Sincerely,

Eila Sepulveda
Contracting Officer
U.S. Embassy - Bogota