



P.O. Box 194
Accra, Ghana

July 28, 2010

Dear Prospective Offeror/Quoter:

The American Embassy Accra Ghana, has a requirement for a contractor to provide Hotel rooms and Conference rooms as well as other services. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-1449
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-1449 to the address shown in Block 15 of the SF-1449 by August 16, 2010 at 4:00pm prompt. Oral quotations will not be accepted.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Atkisson".

Mark Atkisson
Contracting Officer

Enclosure:
As Stated.