



*Embassy of the United States of America*

LETTER TO PROSPECTIVE QUOTERS

P.O Box 194  
Accra Ghana

March 14, 2011

Dear Prospective Quoter:

SUBJECT: Solicitation Number SGH100-11-Q-0004 Photocopier Maintenance Services

The Embassy of the United States of America invites you to submit a quotation for Photocopier Maintenance Services here at the Embassy.

The Embassy intends to conduct a pre-quotation conference at the site, and all prospective offerors who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to The Contracting Officer, U.S. Embassy Accra Ghana, No. 24 Fourth Circular Cantonments Accra on April 15, 2011 at 1200noon prompt. No quotations will be accepted after this time.

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

1. SF-18
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to Roinel Arriola by letter or by telephone 0302 741759 during regular business hours.

Sincerely,

Roinel Arriola  
Contracting Officer