Embassy of the United States of America

Guatemala City, Guatemala
June 9, 2009

To All Prospective Offerors:

SUBJECT: Solicitation Number **S-GT500-09-R-0026 Fan Coil Replacement Project**

The Embassy of the United States of America invites you to submit a proposal for **Fan Coil Replacement Project.**

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236-27) and hold a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. The conference will be held at **Embassy Building, Avenida La Reforma 7-01, Zona 10, Guatemala 01010, Guatemala** on **July 16, 2009 at 09:00 hours.** Submit any questions you may have concerning the solicitation documents in writing by **July 13, 2009** so that a response can be provided at this conference.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to **Mrs. Ana P. Baide, Contracting OfficerAvenida La Reforma 7-01, Zona 10, Guatemala 01010, Guatemala,** on or before **17:00 hours** on **July 23, 2009**. No proposal will be accepted after this time.

Complete Part II of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

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

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The construction completion time is **ninety (90) calendar days**, commencing on the date established in the **Notice to Proceed**. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of **US Dollars 300.00** per calendar day will be assessed until substantial completion of the project is achieved.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation **Ana P. Baide,** by letter or by telephone **(502) 2326-4321,** during regular business hours.

Sincerely,

Leo J. Hession

Leo J. Hession
Acting Contracting Officer

EMBASSY OF THE UNITED STATES OF AMERICA
GUATEMALA