



*Embassy of the United States of America*

*Guatemala, August 24, 2009*

Dear Prospective Offeror:

SUBJECT: Solicitation Number: Rental Photocopier Contract # RFQ: SGT50009Q0043

The Embassy of the United States of America invites you to submit a proposal for *the Rental Photocopier Contract*.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the Contracting Officer, Ana P. Baide, Av. La Reforma 7-01, Zona 10. The proposal must be submitted on **September 08, 2009** before 17:00 hours (local time). No proposal will be accepted after this time. In order for a proposal to be considered, you must also complete and submit the following:

1. SF-1449
2. Section B, Pricing Schedule
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to Patricia de Del Salto, Procurement Agent by letter or by telephone to: 2326-4274 during regular business hours.

Sincerely,

A handwritten signature in black ink that reads "Ana Baide".

*Ana P. Baide*  
*Contracting Officer*  
*United States Embassy*  
*Guatemala*