



*Embassy of the United States of America*

Guatemala City, Guatemala  
August 31, 2009

Dear Prospective Offeror/Quoter:

The American Embassy/NAS has a requirement for a vendor to provide a quotation for the purchase of Motorcycles. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
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 be advised that a Pre-Proposal Conference will be held at the Embassy of the United States of America in Guatemala on September 16, 2009 at 09:00 hours. Interested offerors must contact Mr. Lam for attendance NOT LATER THAN September 10, 2009.

Please read the RFQ carefully, and if you are interested, fill out items 8,11,12,13,14,15,16 and submit your quotation. Return the completed SF-18 to the address shown in item 9 of the SF-18 by September 21, 2009 17:00 pm hrs with attention to: Wagner Lam or by E-mail at [LamW@state.gov](mailto:LamW@state.gov) Hrs. Oral quotations will not be accepted.

Sincerely,

*Sergio E. Aleman*

Lic. Sergio E. Aleman  
Procurement Supervisor

