



United States Department of State  
*Port-au-Prince, Haiti*

Date: August 11th 2022

Dear Prospective Quoter:

Subject: Solicitation Number 19HA7022Q0050

The Embassy of the United States of America invites you to submit a quotation for preventive maintenance of U.S. government-owned gym equipment located at three locations, the U.S. Embassy, the Canne-à-Sucre (CAS) compound at Tabarre 41 and the Stecher Roumain compound on Stecher Roumain Street in Port-au-Prince Haiti.

The Embassy intends to conduct a pre-quotation conference at the sites the 16<sup>th</sup> of August starting at 10:00 AM (local time), 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). If interested in participating to the site visit, please send the name of your representative(s) who will attend by the 12<sup>th</sup> of August at 14:00PM the latest.

Your quotation must be submitted to the address shown on the Standard Form 1449 that follows this letter. This opportunity also allows for electronic responses. Please submit your offer prior to the response date and time to the following email address [raymondle@state.gov](mailto:raymondle@state.gov) and [GSOPAPProcurement@state.gov](mailto:GSOPAPProcurement@state.gov) on or before 10:00AM EST on the 26th of August 2022. 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-1449
2. Section 1, Pricing
3. Section 5, Representations and Certifications and ensure compliance with FAR 52.229-11 is completed with IRS Form W-14 found at [www.irs.gov/w14](http://www.irs.gov/w14)

Direct any questions regarding this solicitation to [raymondle@state.gov](mailto:raymondle@state.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "HJC", written over a horizontal line.

Hunter J. Crowder  
Contracting Officer

Enclosure