

August 13, 2009

TO: PROSPECTIVE OFFERORS

The US Embassy Quito, Narcotics Affairs Section (NAS), has a requirement to contract professional services with a qualified, reliable Architect/Engineering (A&E) Company with sufficient knowledge and expertise for carrying out NAS requirements for the Maintenance and Improvement of the Antinarcotics Police Base of San Lorenzo. This project effort is estimated between \$25,000 and \$100,000.

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each offeror must meet the following requirements when submitting its proposal:

- Be able to understand written and spoken English;
- Have an established business with a permanent address and telephone listing;
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have the ability to obtain a performance and guarantee bond and a payment bond, or to post adequate performance security, such as irrevocable letters of credit or guarantees issued by a reputable financial institution;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good experience and past performance records; and,
- Identify specialized experience and technical competence required to perform in accordance with this solicitation.

If your firm is interested in competing for this project, please read the requirements and instructions thoroughly, and submit your offer in English. Make sure that your offer includes all required documents or information requested. Any questions regarding this Request for Quotation should be on writing via email to rosroc@state.gov.

There will be a site visit on September 3, 2009. Participants will meet at the Antinarcotics Police Base of San Lorenzo, Esmeraldas Province.

The deadline to submit the complete bid package to the Contracting Officer, is no later than 5:00 p.m. September 14, 2009, to the following address.

Mrs. Patricia Hoffman
Contracting Officer
American Embassy
Av. Guayacanes N52-205 y Av. Avigiras
Quito, Ecuador