



Embassy of the United States of America

Amman, Jordan  
July 31, 2016

To: Prospective Quoters

Subject: Request for Quotations number S-JO100-16-Q-0039

Enclosed is a Request for Quotations (RFQ) for translating, publishing and distribution of one printing of 2500 copies of the nine books as per attached Request for Quotation. If you would like to submit a quotation, , complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed", solicitation number and company name to Richard Kerr, General Service Office, American Embassy, Amman on or before **14:00, local time on Sunday , August 14, 2016** at the back gate of the U.S Embassy compound or to E-mail [ammanrfq@state.gov](mailto:ammanrfq@state.gov)

No proposal will be accepted after this time.

Sincerely,



Richard Kerr  
Contracting Officer

