



UNITED STATES MISSION TO INTERNATIONAL ORGANIZATIONS
11, Route de Prégny - 1292 Chambésy, Switzerland
Tél: (41) 22-749 4655 - Fax: (41) 22-749 4752

Chambesey, 28th July, 2010

To: Prospective Offerors

Subject: Solicitation Number SGVA-10-Q-000989

Enclosed is a Request for Quotations (RFQ) for move related services to reorganize the 2nd floor offices of the U.S. Mission to the United Nations, Geneva, Switzerland. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document (to include Section I, Block 23, Section 5, Representations and Certifications) and submit it with a technical proposal to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Mission intends to conduct a pre-proposal conference followed by a site visit on Friday, August 6th, 9:00 AM, and all prospective offerors who have received a solicitation package are invited to attend. See the Addendum to Solicitation Provisions of the attached solicitation for details.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer, Wendy Barton, U.S. Mission to the UN, 11 Route de Pregny, Chambesey, Switzerland, on or before 23:59, August 31st, 2010. No quotation will be accepted after this time.

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. Questions regarding this solicitation should be submitted in writing to Wendy Barton, BartonW@state.gov, +41-22-749-463, U.S. Mission to the UN, 11 Route de Pregny, Chambesey, Switzerland.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan O. Fulwiler", written over the typed name and title.

Contracting Officer

Dan O. Fulwiler
Supervisory
General Services Officer

Enclosure