



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

Chambésy, 12 August, 2013

To: Prospective Offerors

Subject: Request for Quotation Number SSZ35013Q0002

Enclosed is a Request for Quotation (RFQ) for the remodeling of an existing kitchen at U.S. Mission Geneva, Switzerland.

If you would like to submit a quotation, follow the instructions in Section 3 – Solicitations Provisions of the solicitation, complete the required portions of the attached SF-1449 and return the completed solicitation package which includes original plus 2 copies no later than Wednesday, 18<sup>th</sup> September 2013 to:

U.S. Mission Geneva  
Attn. Mr. Jae S. Lee, Contracting Officer  
11 route de Pregny  
1292 Chambésy, Switzerland

The U.S. Mission intends to conduct a site visit and all prospective offerors who have received a solicitation package are invited to attend. The site visit will take place on

**Friday 23 August 2013 at 10:00 am at the U.S. Mission in Chambésy.**

Please contact the procurement office at tel. 022-749 4655 or 4651 for directions and to arrange entry to the building.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract 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.

Again quotations are due by Wednesday 18<sup>th</sup> September 2013 no later than 17h30.

A handwritten signature in blue ink, appearing to be "Jae S. Lee".

Sincerely,

2 Encls:  
1. SF 1449  
2. RFQ number SSZ35013Q0002