



**EMBASSY OF THE UNITED STATES OF AMERICA**  
376 Jalan Tun Razak  
50400 Kuala Lumpur

**June 29, 2009**

## **LETTER TO PROSPECTIVE QUOTERS**

Dear Prospective Quoter:

SUBJECT: Solicitation Number SMY300-09-Q-0814

Enclosed is a Request for Quotations (RFQ) for Drapery & Upholstery Services. 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, 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.

Quotations are due by **July 16, 2009 at 1500 hours**.

The Embassy intends to conduct a pre-quotation conference on **July 9, 2009 at 1400 hours**, and all prospective quoters who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Direct any questions regarding this solicitation to P. Ravi Chandran by email: Ravip@state.gov or by telephone (603) 2168-4989 during regular business hours.

Sincerely yours,  
/S/

David J. Kloesel  
Contracting Officer