



*Embassy of the United States of America
Manama, Kingdom of Bahrain*

February 28, 2021

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19BA3021Q0008 Travel Management Service

Enclosed is a Request for Quotations (RFQ) for Travel Management Services. If you would like to submit a quotation, follow the instructions in Section Three (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 a responsible company submitting a technically acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotation, without holding discussions, although we may hold discussions with companies in the competitive range.

Quotations are due by 3:00pm on March 30, 2021

The Embassy intends to conduct a pre-quotation conference on March 11, 2021, and all prospective quoters who have received a solicitation package are invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Direct any questions regarding this solicitation to the Contracting Officer by letter or by telephone by email to ManamaProcurement@state.gov Tel: 17242724/39443819 during regular business hours.

Sincerely,


Agnes L. Lopez
Contracting Officer

