

September 2, 2016

TO: PROSPECTIVE OFFERORS

The Embassy of the United States of America in Quito, Ecuador invites you to submit a quotation to provide preventive maintenance services for the Power Generators and Automatic Transfer Switches.

The contractor will be responsible for labor and materials required to carry out all preventive maintenance. Embassy staff has service manuals for all Generators and ATS's on-site.

The contractor shall provide all materials, supervision, labor, tools, and equipment to perform preventive maintenance. All personnel working in the vicinity shall wear and /or use safety protection while work is performed. Any questions or injuries **shall** be brought to the attention of the Post Occupation Safety and Health Officer (POSHO). Material Safety Data Sheets (MSDS) shall be provided by the contractor for all HAZMAT materials.

A site visit will take place on **Monday, September 12, 2016 at 10:00 a.m.** at the following address:

American Embassy Quito
Av. Avigiras E12-170 y Av. Eloy Alfaro
Quito

If you are interested in attending, please contact Cecilia Rosero at e-mail address: roseroc@state.gov for preparing access requests.

Please contact Cecilia Rosero at e-mail address: roseroc@state.gov and Jose Balseca at e-mail address: balsecajj@state.gov in order to send you the complete solicitation package.

If you are interested in participating in this project, your quotation must be submitted in a sealed envelope marked "Quotation Enclosed – facility's main service electrical distribution switchgear. " to the Contracting Officer: Jason Show, Embassy of the United States of America, Av. Guayacanes N52-205 y Av. Avigiras, Quito, **before 4:00 p.m. on September 16, 2016.**