

The Embassy of the United States of America requires contracting Travel Management Services to the American Embassy in Quito, Ecuador and American Consulate General in Guayaquil, Ecuador.

The contract type is a requirement type contract for all travel management services required by the agencies set forth in Section 1, paragraph 27.0.

Your quotation must be submitted in a sealed envelope marked “Quotation Enclosed – Travel Management Services” to the Contracting Officer, Mr. James Kuebler, Embassy of the United States, Avigiras E 12–170 y Eloy Alfaro, Quito Ecuador, **before 16:00 hours on October 20th, 2020**. No quotations will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1 pricing;
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

The anticipated performance period is for a base year, with four one-year option periods, if exercised by the Government.

The Embassy intends to conduct a **pre-quotation conference on October 15, 2020 at 10:00 a.m; via Teams**, all prospective quoters are invited to attend. Prospective offerors/quoters should contact Cecilia Rosero, [RoseroC@state.gov](mailto:RoseroC@state.gov) and Jose Balseca, [BalsecaJJ@state.gov](mailto:BalsecaJJ@state.gov) to receive the solicitation package and to confirm attendance and receive the link for the meeting.

Direct any questions regarding this solicitation to Mr. James Kuebler, Contracting Officer, [KueblerJM@state.gov](mailto:KueblerJM@state.gov) and Jose Balseca, Contracts Specialist, email: [BalsecaJJ@state.gov](mailto:BalsecaJJ@state.gov) by email during regular business hours before **October 16, 2020 at 16:00 hours**.