

March 5, 2021

U.S. Embassy Vilnius  
Akmenų 6, Vilnius  
LT 03106, Lithuania

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19LH5021Q0016

Enclosed is a Request for Quotations (RFQ) for Travel Management Services. If you would like to submit a quotation, follow the instructions in Section 1 and Section 3 of the solicitation, complete the attached Pricing Matrix document, and submit it to [Vilnius.Procurement@state.gov](mailto:Vilnius.Procurement@state.gov)

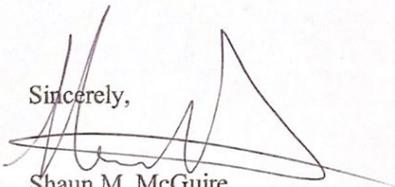
The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by 10 a.m. March 22, 2021.

The Embassy intends to conduct a *pre-quotation tele conference* on March 10<sup>th</sup>, 2021, 10:00 a.m. All prospective quoters who have received a solicitation package are invited to attend. See Section 3 (page 53) of the attached Request for Quotations (RFQ).

Direct any questions regarding this solicitation to [Vilnius.Procurement@state.gov](mailto:Vilnius.Procurement@state.gov)  
Monday-Friday between 8:00 a.m. and 5:00 p.m.

Sincerely,



Shaun M. McGuire  
Contracting Officer  
U.S. Embassy Vilnius