



17th St. & Constitution Avenue N.W.  
Washington, D.C. 20006  
United States of America

## Organization of American States

P. 202.458.3000  
www.oas.org

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SAF/DP/046/14

July 30, 2014

Ref.: BID 10/14 – Maintenance, Messenger and other General Services at the Facilities of the General Secretariat of the Organization of American States in Washington, DC.

To Whom It May Concern:

The General Secretariat of the Organization of American States (GS/OAS), through its Department of Procurement (DP), cordially invites you to participate in the above referenced bidding process.

Please find attached the Request for Proposal (RFP) for Bid 10/14, which includes the instructions for the preparation and submission of the proposals, the rules that govern the bidding process, the Terms of Reference, and the Terms and Conditions of the Contract.


A mandatory walk-thru inspection of the GS/OAS premises involved and pre-bid conference will be held on **Thursday, August 7<sup>th</sup>, 2014, at 10:00 a.m. (Please refer to RFP Section 5).**

All proposals must be received by the GS/OAS no later than close of business ("COB") **5:30 p.m. EST on August 29, 2014.**

This invitation and the attached RFP are also being posted on the OAS Web Site ([www.oas.org](http://www.oas.org)) under Procurement, the UN Development Business Site ([www.devbusiness.com](http://www.devbusiness.com)) and dgMarket Site ([www.dgmarket.com](http://www.dgmarket.com)).

We appreciate in advance your giving consideration to this invitation, and look forward to receiving your proposal.

Sincerely,

R/   
Alex P. Grammer  
Director a.i. 07/30/14.  
Department of Procurement