



**U.S Embassy Ankara, Turkey**  
*General Services Office*  
*Ataturk Bulvari no:110 Kavaklidere*  
*Ankara*

January 13, 2020

SOLICITATION : 19TU15-21-Q-3004 Non-Litigation Legal Services  
SUBJECT: Cover Letter

Dear Prospective Bidders:

The Embassy of the United States of America invites you to submit a quotation for providing non-litigation legal services for the U.S. Embassy in Ankara. Due to Covid-19, the pre-proposal conference has yet to be decided.

Your quotation must be submitted in a sealed envelope marked "**NON-LITIGATION LEGAL SERVICES, 19TU15-21-Q-3004**" to the U.S. Embassy Ankara, Gate#5 on Paris Street, GSO / Acquisition section, Attn: Contracting Officer before **4:00p.m. on February 12, 2021**. Also, quotations must be sent via email to [Ankara-GSO-Procurement-DL@state.gov](mailto:Ankara-GSO-Procurement-DL@state.gov). No quotation will be accepted after this date and time.

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

1. SF-1449
2. Section I- Pricing
3. Section 5- Representations and Certifications and ensure compliance with FAR 52.229-11 is completed with IRS Form W-14 found at [www.irs.gov/w14](http://www.irs.gov/w14)
4. Additional information as required in Section 3, Solicitation Provisions

Direct any questions regarding this solicitation to [Ankara-GSO-Procurement-DL@state.gov](mailto:Ankara-GSO-Procurement-DL@state.gov) by email, until **10:00a.m. on February 5, 2021**.

Sincerely,

  
Matthew Ferry  
Contracting Officer