



**Embassy of the United States of America**

**Tokyo, Japan**

August 29, 2016

To: All Prospective Quoters

From: Clifton E. Neal, Contracting Officer 

Subject: Question and Answer (Q&A) Correspondence No. 1

Reference: Request for Quotations (RFQ) No. SJA800-16-Q-1198  
Guard Electronic Monitoring System

In response to questions received in regard to the referenced Request for Quotations, the Contracting Officer is disseminating the following information.

**Question 1:**

I have a question in regards to the documents that are required to be filled out for the aforementioned RFQ. Are we simply filling out your forms by hand? Moreover, Form 18, am I filling out from section 8 through 16 C?

**Answer 1:**

Yes. You can simply fill out SF-18 form by hand writing.  
See subsection E.2 a Volume 1 - Standard Form 18 (SF-18) on page 21 of the RFQ for the instructions.

-End of Q&A Correspondence No. 1-