

U.S. Embassy Sofia  
Date: September 3, 2014

To: Prospective Quoters

Subject: Request for Quotations number **PR3537870**

Enclosed is a Request for Quotations (RFQ) for *provisioning, installation and startup services of an intercom system*. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

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.

The Embassy intends to conduct a site visit and pre-proposal conference to discuss the requirements of this Solicitation on September 15, at 13:00h in the U.S. Embassy located on 16 Kozyak Str. All prospective offerors who have received a solicitation package are invited to attend. Offereors interested in attendance should contact Viktor Traykov at tel: 359 2 939 5724 or e-mail: [TraykovVr@state.gov](mailto:TraykovVr@state.gov) for additional information and to arrange entry to the building. Please follow instructions in Section 3.

Quotations are due by COB *Friday, September 19, 2014*.

Sincerely,

  
David McKay  
Contracting Officer