

## **PRESOLICITATION NOTICE: Purchase and delivery of Fork Lift Machines for U.S. Embassy Athens, Greece**

### **PURPOSE**

This is a Pre-Solicitation Notice only. All interested offerors are invited to read the below requirements thoroughly; no responses are expected and or requested by this notice. The U.S. Embassy Athens, Greece issues this notice with the intent to provide an opportunity for all interested offerors to prepare appropriately for the possible issuance of a Request for Quotation (RFQ).

***This notice is not a request for quotation; the intent of this notice is for pre-solicitation / informational purposes only. No award will be made on the basis of the responses received in lieu of this notice.***

### **BACKGROUND**

The U.S. Embassy Athens, Greece has a requirement and provides this notice with intent to reach out to firms that may be interested in providing a quotation for the acquisition and delivery of **Fork Lift Machines**.

### **PROPOSED CONTRACT ACTION**

The offeror(s), upon being awarded the contract, shall provide the goods and or services as described herein to meet the mission requirements of the U.S. Embassy Athens, Greece.

Accordingly, the U.S. Embassy Athens, Greece plans to issue the following solicitation (RFQ):

1. RFQ Title: Purchase and Delivery of **Fork Lift Machines** for U.S. Embassy Athens, Greece.
2. RFQ issuance date: **End October 2016**.
3. RFQ issuance method: The solicitation will be posted to the website of the U.S. Embassy Athens, Greece at <http://athens.usembassy.gov>, under the “*Business Opportunities*” section. The awardee will be required to speak, write and comprehend materials provided and correspond in the English language.
4. RFQ response date: **Mid November 2016**.
5. Award date: **End November 2016**.
6. Award procedures: In accordance with FAR 15.3 Source Selection.
7. Duration of performance period: This is a one-time procurement.
8. Place of performance: Athens, Greece.
9. Special contract requirements: Appropriate assembly, transport, delivery and possible installation of the machines to the designated address(es) in the Attica area and a brief one-time training for Embassy staff who will operate the machines.

Please note that the requirement to obtain a DUNS number and for your company to be SAM registered, will be a mandatory requirement upon contract award.

**The failure to provide the above documentation when submitting your quotation may result in your quotation being found technically unacceptable and removed from the competition without further discussions.**

The Contractor shall possess all permits, licenses and any other appointments required for the proper execution of all duties and or work specified under this contract.

Interested parties are reminded that information furnished hereunder may be subject to disclosure under the Freedom of Information Act (FOIA). Therefore, all items that are confidential to business, or contain trade secrets, proprietary, or personnel information must be clearly marked. Marking of items will not necessarily preclude disclosure when the U.S. Embassy Athens determines disclosure is warranted by FOIA. However, if such items are not marked, all information contained within the submitted documents will be deemed releasable.