



*Embassy of the United States of America  
Baghdad, Republic of Iraq*

July 30, 2015

General Services Office/Procurement  
U.S. Embassy - Baghdad  
Baghdad Diplomatic Support Center

To: Prospective Quoters

Subject: Request for Quotations Number SIZ12015Q0025

The Baghdad Diplomatic Support Center (BDSC) has a requirement for purchasing **bedding items (bed sheets, pillows, pillow cases, and comforters)**. The Embassy plans to award a firm-fixed price purchase order to the lowest priced technically acceptable offer. You are encouraged to make your quotation competitive and cautioned against any collusion with other potential offerors in regards to price submissions. The Request For Quotation (RFQ) does not commit the U.S. Government to make any award. The U.S. Government may cancel this RFQ or any part of it.

The price shall include **FOB/DAP destination: Baghdad Diplomatic Support Center (BDSC), Baghdad International Airport (BIAP)**, and must include all profit, material, labor, and transportation costs.

Your quotation must be submitted in a sealed envelope marked "RFQ Solicitation Number SIZ12015Q0025 – Quotation Enclosed" to Michael Lampel, Contracting Officer, at the Baghdad Diplomatic Support Center (BDSC) at the Baghdad International Airport (BIAP) or via email to the following email address: [BDSCProcurement@state.gov](mailto:BDSCProcurement@state.gov) on or before **August 13, 2015, 16:00 (Baghdad time)**. No quotation will be accepted after this time.

In order for your quote to be considered, you must submit the following documentation:

1. Standard Form SF-1449 completed in Iraqi Dinars (for local companies) or USD (for foreign companies). The U.S. Embassy's rate of exchange is 1,166.00 IQD/1.00 USD.
2. Detailed specifications and pictures of the items offered.
3. Delivery time schedule after receipt of order (ARO)
4. Warranty coverage information
5. Copy of a company registration with the Iraqi Ministry of Trade (for local companies) or with a foreign state authority permitting to perform general trading. Only the quotes from officially registered companies will be accepted. Any quotes received from companies that don't have the required license to do business will be rejected. Bidders shall provide registration papers prior to considering their quotes.
6. Company's DUNS Number ([www.DNB.com](http://www.DNB.com)) and confirmation of registration at the System for Award Management ([www.SAM.gov](http://www.SAM.gov)).

The U.S. Government intends to award a contract or 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.

Sincerely,  
Michael Lampel  
Contracting Officer

Enclosure: As stated