



42 Elgin Road  
Ballsbridge, Dublin 4

August 22, 2014

To: Prospective Quoters

Subject: Request for Quotation (RFQ) number SEI300-14-Q-0037 – Motor Fuel Card Services

The Embassy of the United States in Dublin is currently seeking proposals/quotations from suitably qualified vendors for motor fuel card services. The services will include supply of Diesel and Petrol motor fuels and small motor vehicle supplies, such as oils and car washes, using the contractor-issued fuel card. Each card will be vehicle-specific. The Embassy currently operates a motor pool fleet of twenty five vehicles.

The Embassy intends to set up a Blanket Purchase Agreement (BPA) with each successful vendor. The BPA will run for up to five years from date of issue and may be renewed by mutual agreement as required. A BPA is not a contract, and operates similar to a credit account whereby purchases are pre-authorized and a single monthly invoice is issued based on usage per individual card. The Embassy is not obligated to purchase any definite amount under a BPA, and is obligated only to the extent of authorized purchases made under a BPA.

The U.S. Government intends to open BPAs with responsible companies submitting an acceptable proposal/quotation using rates that are equal to or below those published by the contractor or offered to their most favored customers for comparable quantities under similar terms and conditions, in addition to any discount for prompt payment, whichever is of greater benefit to the U.S. Government.

We intend to open BPAs based on initial proposal/quotation, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. Prospective contractors should register in the U.S. Government contractor database, System for Award Management ([www.SAM.gov](http://www.SAM.gov)), registration procedure is posted on our website under "About Us / Contract Solicitations" and is free of charge.

**Please send your proposal/rates to Mr. Emmet Downey [DowneyEJ@state.gov](mailto:DowneyEJ@state.gov) on or before Monday, September 1, 2014 at 15:00.**

Ann Granatino  
Contracting Officer