



Embassy of the United States of America

42 Elgin Road
Ballsbridge, Dublin 4

August 28, 2014

To: Prospective Quoters

Subject: Request for Quotations number SEI300-14-Q-0041

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for supply and installation of replacement automated office window drapes/curtains and/or motorized control mechanism.

The requirement is for replacement of the current system of permanently hanging drapes (not unlike stage curtains) and/or its motorized control mechanism.

Curtains are in an open three-storey Atrium-type space. The windows are at third-floor level and drapes are motorized and controlled by a fixed switch from the ground floor level.

The windows, tracks and motors are accessed from exterior roof level.

On the ground floor level there is a built-in A/V system with large wall-mounted screen. New Drape/curtain gauge should be sufficient to prevent A/V screen glare.

Existing curtains are approximately two meters high split into three sections of approximately eight meters wide, each eight meter section has one pair of pleated curtains (each pleated curtain is approximately four meters wide) which are mounted on tracks, corded and drawn together by an electrical mechanism/motor.

The Embassy is looking at options for replacing just the curtains, or both curtains and motorized control mechanism.

Options considered include, drapes/curtains, vertical/roller blinds, shades, etc..

As this is an Atrium space bidders should consider inclusion of safety statement, insurance and use of hoist/platform in their proposal.

We require proposals to be itemized as much as possible so that we may choose options as we are dependent on availability of government funds.

A public site visit is scheduled for Wednesday September 3, 2014 @ 11:00

Location: U.S. Embassy, 42 Elgin Road, Ballsbridge, Dublin 4

Please indicate by return if your company will attend this meeting, no more than 2 reps per company permitted

It is strongly advised to attend site visit in order to fully understand the extent of the requirement.

Those wishing to attend MUST send names and vehicle details to Mr. Emmet Downey by noon on Tuesday September 2.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/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.

Quotations due by 15:00 on Monday September 8.

Quotations may be delivered in hard copy at the above address or via email to Mr. Downey, email: DowneyEJ@state.gov

Sincerely,



Ann Granatino
Contracting Officer