



42 Elgin Road
Ballsbridge, Dublin 4

September 9, 2013

To: Prospective Quoters

Subject: Request for Quotations number SOI300-13-Q-0560

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for replacement of the current computerized queuing system, supply and install.

Basic description of requirement:

To remove the current computerized system and supply/install a new computerized queue management system comprising a single ticket dispenser machine, up to 6 counter screens/monitors, computer hardware and software, window keypads, staff training and service warranty information.

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.

A public site visit will be held on Monday, 16, September 2013 @ 11:00

This will be your only opportunity to familiarize yourself with the current system requiring replacement and to ascertain full details of the new requirement.

Those interested in attending the site visit MUST submit name/s, date and place of birth and vehicle registration number/s before noon Friday, September 13, Names to be submitted to Emmet Downey at below email address. A maximum of 2 representatives from each company will be permitted to attend.

Quotations are due on or before Friday, September 21, 2013 at 15:00 and may be delivered in hard copy at the above address or via email to Emmet Downey, email: DowneyEJ@state.gov

Sincerely,

Ann Granatino
Contracting Officer