



American Embassy in Warsaw, Poland

February 12, 2015

Dear Prospective Quoter:

SUBJECT: Solicitation Number SPL900-15-Q-0005

The Embassy of the United States of America invites you to submit a quotation for installation and repair of alarm and fire systems at residential and office premises of the U.S. Embassy in Warsaw, Poland.

The prospective contract shall cover the base year with four one-year renewal options.

The Embassy intends to conduct a pre-quotation conference at the site, and all prospective offerors who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Quotations (RFQ). The pre-quotation conference will be held at the General Services Office, American Embassy, ul. Piekna 14A, 00-539 Warszawa on February 25, 2015 at 10.00 a.m. If you wish to participate at the conference, please confirm your attendance by submitting the following information to the address: GSO_Warsaw@state.gov, no later than February 23, 2015 at 12:00 local time:

- Company's name
- First and last name
- Telephone number

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

Your quotation must be submitted in a sealed envelope marked "Quotation Alarm Services Enclosed" to the American Embassy in Warsaw, Poland, Al. Ujazdowskie 29/31, 00-540 Warszawa, Poland, no later than March 16, 2015 before 2 p.m. local time.

No quotations will be accepted after this time. Electronic submissions will not be accepted.

For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to Christina Lim by letter or e-mail at LimCF@state.gov.

Sincerely,


Christina Lim
Contracting Officer