

*Embassy of the United States of America
Bucharest, 24th May 2016*

Dear Prospective Quoter:

SUBJECT: Solicitation Number **SRO10016-Q0018** -Routine Elevator Maintenance

The Embassy of the United States of America invites you to submit a quotation for Routine Elevators Maintenance services.

Submit your quotation in a sealed envelope marked "Quotation Enclosed" to the *American Embassy Bucharest, Blvd Liviu Librescu nr 4-6, Sector 1, Bucuresti Attn David Mark Urbia - Contracting Officer* on or before **10th June 2016**, 16:00 local time.

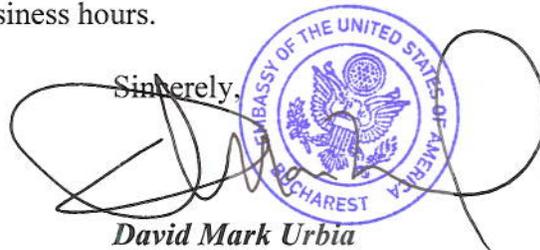
Quotes could be submitted in electronic format, too. The electronic quote shall be submitted via e-mail to BucharestGSOProcurement@state.gov. The quote shall be in Adobe Acrobat pdf format and not larger than 2MB. No quotations will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:

1. **SF1449;**
2. Section 1 pricing;
3. Section 5, Representations and Certifications; and
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to **David Mark Urbia** by letter or by telephone **+40-21-270-6239** during regular business hours.

Sincerely,



David Mark Urbia
Contracting Officer