

American Embassy BUCHAREST

Date: Dec 20, 2012

To: Prospective Offerors

Subject: **Solicitation number SRO100-13-R-0004**
MAINTENANCE SERVICES for HEATING/HOT WATER SUPPLY SYSTEM

Enclosed is a Request for Proposals (RFP) for heating/hot water supply system preventing maintenance and emergency repair of boilers and water heaters as described in the Attachment #1.

If you would like to submit a proposal please complete the required portions of the attached document, Standard Form 1449 and submit it in an envelope to the address shown on it.

The U.S. Government intends to award a combination type of contract. It is fixed price for scheduled maintenance and an indefinite delivery/indefinite quantity with fixed unit prices for unscheduled/emergency maintenance.

The US Government intends to award the contract to the responsible company submitting an acceptable offer at the lowest price based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

The contractor shall provide personnel, supplies and equipment, as identified in this solicitation for services and the US Embassy Bucharest locations specified in the Attachment #1.

All prices shall be submitted in *Lei*. All costs of materials/equipment shall be itemized on the invoice, such as purchase price of material/equipment, cost of transportation. If VAT charges are paid then they must be itemized too.

Please direct any request for further information Daniela Nita at e-mail: nitadx@state.gov or at telephone #021 2003669.

Proposals are due by January 20, 2013 at 16:00 pm.

Sincerely,

Pamela Caplis

Contracting Officer

Enclosure as stated