



*Embassy of the United States of America
Moscow, Russia*

October 19, 2011

To: Prospective Offerors

Subject: Relocation Services - Solicitation Number SRS500-12-Q-0001

Enclosed is a Request for Quotations (RFQ) for relocation of various supplies from the Embassy Supplies room and M&R room to the Existing Office Building at Novinsky Blvd 2/19 and the Embassy Warehouse at Dorozhnaya Ul. 9B. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document (to include Section I, Block 23, Section 5, Representations and Certifications) and submit it with a technical proposal to the address shown on the Standard Form 1449 that follows this letter.

The Embassy intends to conduct a pre-proposal conference followed by a site visit on October 26, 2011 at 10:00, and all prospective offerors who have received a solicitation package are invited to attend. See the Addendum to Solicitation Provisions of the attached solicitation for details.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer, Karen Heimsoth, GSO/Procurement, U.S. Embassy Moscow, 8 Bolshoy Devyatinsky per., Moscow 121099 on or before November 15, 2011. No quotation will be accepted after this time.

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. Questions regarding this solicitation should be submitted in writing to Mr. Vladimir Yermkin, Contract Specialist, ph (495) 728-5216, fax (495) 728-5077, email: yermkinv@state.gov.

Sincerely,

Karen Heimsoth
Contracting Officer