



January 27, 2016

**The Embassy of the United States of America
Procurement & Contracting Office
Robert C. Frasure 1
71000 Sarajevo
Bosnia-Herzegovina**

Dear Prospective Offerors:

SUBJECT: Solicitation Number: SBK80016Q0002- QUESTIONS AND ANSWERS

The Embassy of the United States of America in Bosnia and Herzegovina received the questions below on the subject solicitation which was posted on January 27, 2015.

- 1 QUESTION:** In reference to Exhibit A, is the U.S. Embassy in Sarajevo seeking reports from offerors containing information about all claims or only those claims in which an official vehicle of the U.S. Embassy was involved in any role?

ANSWER: The completed annual and semi-annual reports referenced in Exhibit A are deliverables that are only required of the firm that is actually awarded the contract. Offerors do not need to provide completed reports of this type in their offer package. Instead, offerors should simply submit a sample report format which they would use to provide such reports if they are awarded the contract. The firm that is awarded the contract will then use that format to provide the required information about any claims involving official vehicles of the U.S. Embassy in Sarajevo.

- 2 QUESTION:** Does the prospective offeror need to request that a role be assigned by an administrator to be registered into the USG System for Award Management (SAM) database?

ANSWER: All prospective offerors are required to register to SAM prior submission of an offer/quote, see FAR 52.204-7(b)(1). Registration to SAM is solely responsibility of an offeror not the U.S. Embassy. If you have any difficulties or questions about registration to the SAM, please contact Federal Service Desk at the following Internet site: <https://fsd.gov/fsd-gov/home.do>. Assistance is available Monday-Friday from 8AM-8PM Eastern Time (the same time zone as Washington, DC, which is six hours behind Central European Time) via live chat and a web form.