Embassy of the United States of America

Republic of Serbia
Belgrade, September 17, 2014

To: Prospective Offerors

Subject: Solicitation number SRB10014Q0026 for regular monthly maintenance of photocopier machines.

The Embassy of the United States of America invites you to submit a quote for the services indicated above. If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package SRB10014Q0026.

Your quote must be submitted in a sealed envelope with the subject line "**Offer for SRB10014Q0026 Enclosed**" to the American Embassy, Bulevar kneza Aleksandra Karadjordjevica 92, Belgrade, on or before 12:00 noon on September 28, 2014. No proposal will be accepted after the cut-off date and time.

Quotes may also be submitted electronically to the email address BLG-Procurement@state.gov The quotes must meet the following criteria to be accepted:

- In Adobe Acrobat format exclusively
- May not be larger than 2MB
- Files must be named "(Your company name) Quote SRB10014Q0026"
- May be submitted in multiple files/emails providing that the file name includes the statement " x of y files", "x" being the ordinal number of the file and "y" being the total number of files the quote is contained in. Improperly marked quotes will be rejected.

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

1. SF-18 Blocks 8a-f, 11f, 13a-f, 14, 15 and 16;
2. Section 1, II. Prices;
3. Section 5, Representations and Certifications (items highlighted in yellow);
4. Additional information as required in Section 3, Solicitation Provisions.
5. Your company DUNS number
6. All quotes and supporting documentation must be printed/copied double sided where possible.

The contract will be a firm fixed price contract. The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Direct any questions regarding this solicitation to Nebojsa Stosic by fax +381-11/706-4006 or email stosicn@state.gov .

Sincerely,

Elizabeth Konick
Contracting Officer

Enclosure: SRB10014Q0026