



*Embassy of the United States of America*

Republic of Serbia  
Belgrade, August 30, 2016

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-16-Q-0724

Enclosed is a Request for Quotes (RFQ) for procurement of clothing – trousers, shirts and belts for the U.S. Embassy Belgrade, Serbia. If you would like to submit a quote, follow the instructions in Section 3 of the solicitation; complete the required portions of the attached document.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract 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.

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

1. SF-18 Blocks 8, 11, 13, 14, 15 and 16.
2. Section 1, II. Prices
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3, Solicitation Provisions.
5. Your company's Dun & Bradstreet (DUNS), NCAGE number and SAM registration.

Instructions on how to apply for a DUNS number and **register in SAM** are available at this web address:

<http://serbia.usembassy.gov/solicitations/register-your-company.html>

Direct any questions regarding this solicitation in writing and in English exclusively. Email the questions to Miroslav Kolundzic at [BLG-Procurement@state.gov](mailto:BLG-Procurement@state.gov) no later than close of business September 9, 2016. Questions will not be accepted after this date. It is your responsibility to monitor the web page for any new information which may be posted until the solicitation response date.

**Please submit quotes in electronic format.** The electronic quote shall be submitted via email to [BLG-Procurement@state.gov](mailto:BLG-Procurement@state.gov). The quote shall be in Adobe Acrobat pdf format. Attached files shall not be larger than 2MB and shall be named "(your company name) - Quote SRB100-16-Q-0724 file x of x files.

Quotes are due by 17:00 h ETD, on September 16, 2016 and will not be accepted after this date. All responsible sources may submit a response which, if received on time, shall be considered.

Sincerely,



Michael J. Moody  
Contracting Officer

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