



Embassy of the United States of America

Republic of Serbia
Belgrade, December 12, 2013

Dear Prospective Offerorr:

SUBJECT: Solicitation Number S-RB100-14-R-0009

Enclosed is a Request for Proposals (RFP) for building maintenance services for U.S. Embassy Belgrade. 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, and submit it to the address shown on the Standard Form 1449 that follows this letter.

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 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-1449 Blocks 12, 17, 23, 24 and 30.
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) number
6. System for Award Management (SAM) registration
7. All quotes and supporting documentation must be printed/copied double sided where possible.

Instructions on how to apply for a DUNS number and register in SAM are available at this url:
<http://serbia.usembassy.gov/solicitations/register-your-company.html>

All responsible sources may submit a response which, if received on time, shall be considered. Quotations are due by 12:00 noon local time on December 30, 2013. Direct any questions regarding this solicitation to Zoran Djordjevic by email at BLG-Procurement@state.gov

Sincerely,

Elizabeth Konick
Contracting Officer

Enc: Solicitation Number S-RB100-14-R-0009