



Republic of Serbia
Belgrade, August 13, 2015

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-15-Q-0013

Enclosed is a Request for Quotes (RFQ) for preventive maintenance services on the facility's main service electrical distribution switchgear at the U.S. Embassy in 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, and submit it to the following address:

U.S. Embassy
GSO/Contracting Officer
S-RB100-15-Q-0013
Jovana Marinovica bb
11040 Belgrade, Serbia

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. 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>

Direct any questions regarding this solicitation in writing and in English exclusively. Email the questions to Nadica Cosic at BLG-Procurement@state.gov no later than close of business on March 12, 2014. Questions will not be accepted after this date. Answers will be posted on the Embassy web page where the solicitation is publicized. It is your responsibility to monitor the web page for any new information which may be posted until the solicitation response date.

Quotes may be submitted in electronic format. The electronic quote shall be submitted via email to 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 SRB10015Q0013 file x of x files.

Quotations are due by 17:00 local time on September 4, 2015 and will not be accepted after this date. All responsible sources may submit a response which, if received on time, shall be considered. In order to be considered, you must be registered in the System for Award Management (SAM). Proposals from companies not registered in SAM will be considered technically unacceptable.

Sincerely,


Michael J. Moody
Contracting Officer

Enc: Solicitation Number S-RB100-154-Q-0013