*Embassy of the United States of America*

Republic of Serbia
Belgrade, September 3, 2014

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-14-Q-0736

Enclosed is a Request for Quotes (RFQ) for procurement of counterbalanced forklift for U.S. Embassy Belgrade. 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-RB100-14-Q-0736
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. Your company's NATO Commercial and Governmental Entity (NCAGE) number
7. All quotes and supporting documentation must be printed/copied double sided where possible.

Instructions on how to apply for a DUNS and NCAGE 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 Miroslav Kolundzic at BLG-Procurement@state.gov no later than on noon, September 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 SRB10014Q0732 file x of x files.

Quotations are due by 12:00 noon local time on September 19, 2014 and will not be accepted after this date. All responsible sources may submit a response which, if received on time, shall be considered

Sincerely,

Elizabeth Konick
Contracting Officer

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