Embassy of the United States of America

Republic of Serbia
Belgrade, August 26, 2016

To: Prospective Offerors

Subject: Solicitation number S-RB100-16-R-0005 for NEC – NOB Staircase Repair

The Embassy of the United States of America invites you to submit a proposal for the repair of staircases at U.S. Embassy, Bul. Kneza A. Karadjordjevica 92 in Belgrade, Serbia.

If you are interested in submitting a proposal on this project, read the instructions in Section J of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit and pre-proposal conference at the site, and all prospective offerors are welcome to attend. See Section J of the attached Request for Proposals (RFP) for information on how to register for the site visit.

Your proposal must be submitted in a sealed envelope the subject line "**Proposal S-RB100-16-R-0005 Enclosed**" to the American Embassy, Jovana Marinovica bb, Belgrade on or before 17:00 noon on September 13, 2016. No proposal will be accepted after the cut-off date and time. All responsible sources may submit a response which, if received on time, shall be considered. In order to be considered, your company must be registered in Dun & Bradstreet, i.e. have a DUNS number pursuant to FAR 4.605. Prospective offerors are encouraged to register prior to the submittal of quotations/proposals. Quotations/proposals from companies not registered in DUNS will be considered technically unacceptable.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

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

1. Section A and Attachment 3, Proposal Breakdown by Divisions;
2. Section L, Representations and Certifications;
3. A Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section J.
5. Your company's Dun & Bradstreet (DUNS) number
6. All proposals and supporting documentation must be printed/copied double sided where possible

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor

and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the Statement of Work. Subcontractors and suppliers should not be referred to the Embassy for determining the amount or quantities of materials required.

The construction completion time is 21 calendar days after receipt of Notice to Proceed is received. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of $225.43 per calendar day will be assessed until substantial completion of the project is achieved.

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.

Proposals may be submitted in electronic format. The electronic proposal shall be submitted via email to BLG-Procurement@ state.gov in Adobe Acrobat pdf format. Proposals must be compiled as a single document with pages numbered 1 of x, 2 of x, etc. If the size of the full document is greater than 2MB, break in into multiple documents smaller than 2MB and name each document as follows: "(*your company name*)-Quote SRB10016R0005 file x of x files"

Direct any questions regarding this solicitation to Sonja Vukojevic by email to BLG-Procurement@state.gov .

Sincerely,

Michael J. Moody
Contracting Officer

Enclosure: S-RB100-16-R-0005