



Republic of Serbia
Belgrade, April 16, 2016

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-16-Q-0006

Enclosed is a Request for Quotes (RFQ) for preventive maintenance services on the facility's main service electrical distribution switchgear. 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-RB100-16-Q-0006
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 submitted in hard copy shall be printed/copied double sided where possible.

Instructions on how to apply for a DUNS number and register in System for Award Management (SAM) are available at this link:

<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 Zoran Djordjevic at BLG-Procurement@state.gov. 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.

Proposals/Quotes may be submitted in electronic format. The electronic quote shall be submitted via email to BLG-Procurement@state.gov in Adobe Acrobat pdf format. Proposals/Quotes 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 SRB10016Q0006 file x of x files"

In order to be considered, your company must be registered in Dun & Bradstreet, i.e. have a DUNS number pursuant to FAR 4.605, and, must be registered in the System for Award Management (SAM).

Prospective offerors are encouraged to register prior to the submittal of quotations/proposals. Quotations/proposals from companies not registered in DUNS and SAM will be considered technically unacceptable.

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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