



Republic of Serbia
Belgrade, May 11, 2016

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-16-Q-0423

Enclosed is a Request for Quotes (RFQ) for catering services. 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-0423
Jovana Marinovica bb
11040 Belgrade, Serbia

The U.S. Government intends to award a 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-18 cover page (blocks 8, 11, and 13-16 as appropriate)
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 web address:

<http://photos.state.gov/libraries/serbia/432416/pdf/DUNS-and-SAM-registration-guide-update-JUN2015-final.pdf>

Direct any questions regarding this solicitation in writing and in English exclusively. Email the questions to Zoran Djordjevic at BLG-Procurement@state.gov no later than close of business on May 18, 2016. 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.

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 SRB10016Q0423 file x of x files"

Quotations are due by 17:00 local time on June 8, 2016 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

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