Embassy of the United States of America

Republic of Serbia
Belgrade, May 17, 2016

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-16-Q-0431

Enclosed is a Request for Quotes (RFQ) for procurement of passenger vehicle for the U. S. Embassy 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.

The U.S. Government intends to award a contract 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 Blocks 8, 11, 13, 14, 15 and 16.
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, NCAGE and SAM registration;
6. All quotes and supporting documentation should 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://serbia.usembassy.gov/solicitations/register-your-company.html

Quotes should 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 SRB100-16-Q-0431 file x of x files.

Quotes are due by June 6, 2016 and will not be accepted after this date. All responsible sources may submit a response which, if received on time, shall be considered.

Sincerely,

Michael J. Moody
Contracting Officer