

Republic of Serbia
Belgrade, August 8, 2012

To: Prospective Offerors

Subject: Moving Services - Solicitation Number SRB10012Q0313

Enclosed is a Request for Quotations (RFQ) for moving and move related services to relocate the U.S. Embassy from Belgrade, Kneza Milosa 50 to Belgrade, Bulevar kneza Aleksandra Karadjordjevica 92. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document (to include Section 1, Prices, Block 23, and Section 5, Representations and Certifications) and submit it with a technical proposal to the address shown on the Standard Form 1449 that follows this letter.

The Embassy intends to conduct a pre-proposal conference followed by a site visit at 14:00 on August 29, 2012, and all prospective offerors are invited to attend. See the Addendum to Solicitation Provisions of the attached solicitation for details.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer, and submitted to U.S. Embassy, Kneza Milosa 50, Belgrade, Serbia on or before 12:00 noon on September 10, 2012. No quotation will be accepted after this time.

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/purchase order 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. Questions regarding this solicitation should be submitted in writing to fax +381-11/361-5916.

Sincerely,

Elizabeth Konick
Contracting Officer

Enclosure: S-RB100-12-Q-0313