Embassy of the United States of America

Republic of Serbia
Belgrade, August 27, 2013

To: Prospective Offerors

Subject: Solicitation number S-RB100-13-R-0016 - Repair three awnings to match the existing awning located on the service CAC at U.S. Embassy, Bulevar kneza Aleksandra Karadjordjevica 92, Belgrade, Serbia.

The Embassy of the United States of America invites you to submit a proposal for the subject solicitation. 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-RB100-13-R-0016 Enclosed**" to the American Embassy, Bulevar kneza Aleksandra Karadjordjevica 92, Belgrade, on or before 12:00 noon on September 10, 2013. No proposal will be accepted after the cut-off date and time.

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 B and Attachment 2, 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.

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 40 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 $215.14 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.

Direct any questions regarding this solicitation to Zoran Djordjevic by fax +381-11/706-4006 or email djordjevicz@state.gov .

Sincerely,

Elizabeth Konick
Contracting Officer

Enclosure: S-RB100-13-R-0016