AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE 1 OF 3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
A001	6/20/2013	PR2553010	

6. ISSUED BY CODE	7. ADMINISTERED BY *(If other than Item 6)* CODE
U.S. Embassy **Bul. Kneza A. Karadjordjevica 92** **11000 Belgrade, Serbia**	

8. NAME AND ADDRESS OF CONTRACTOR *(NO., street,city,county,State,and ZIP Code)*		9a. AMENDMENT OF SOLICITATION NO.
	X	S-RB100-13-Q-0007
		9b. DATED *(SEE ITEM 11)* 06/11/2013
		10a. MODIFICATION OF CONTRACT/ORDER NO.
		10b. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers
☐ is extended, ☒ is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning ___1___ copies of the amendment;(b) By acknowledging receipt of this amendment on each copy of the offer submitted; or(c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER *(Specify type of modification and authority)*

E. **IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return _1_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The purpose of this amendment is to amend the solicitation to make the following additions and changes:

1. Section 1 - The Schedule, Continuation to SF-1449, RFQ Number S-RB100-13-Q-0007, Prices, Block 23

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME OF CONTRACTING OFFICER	
		Elizabeth Konick	
15B. NAME OF CONTRACTOR/OFFEROR BY _____ *(Signature of person authorized to sign)*	15C.DATE SIGNED	16B. UNITED STATES OF AMERICA BY Elizabeth Konick *(Signature of Contracting Officer)*	16C.DATE SIGNED 6/19/13

II. PRICES

A. Hotel Rooms

#	Room category	Estimated number of overnights/days	Price per room per night/day	Tourist tax per room per night	Total Price
1	Single Rooms with bath and common amenities for each occupant.	144			
2	Administrative Office	4			
3	Plenary Hall	4			
4	Break-out rooms	8			
HOTEL ROOMS TOTAL					

B. Amenities

#	Amenity	Estimated Quantity	Price per person per day	Total Price
2	Mandatory Welcome Session	35 persons		
3	Breakfast Buffet	144		
4	Lunch Buffet	144		
5	Dinner Buffet	144		
6	Coffee Breaks	300		
AMENTIES TOTAL				

C. Equipment

#	Equipment	Estimated Quantity	Price per day	Total Price

#	Equipment	Estimated Quantity	Price per day	Total Price
1	Simultaneous translation set	4		
2	LCD projector & screen	4		
			EQUIPMENT TOTAL	

D. Purchase Order Total

A. HOTEL ROOMS TOTAL	
B. AMENTIES TOTAL	
C. EQUIPMENT TOTAL	
PURCHASE ORDER TOTAL (a+b+c)	

2. Continuation to SF-1449, RFQ Number S-RB100-13-Q-0007; Schedule of Supplies/Services, Block 20. Description/Specifications/Work Statement to include the following:

X. COFFEE BREAKS
Morning & Afternoon. Times provided by Agenda. Server must be present for drinks. For each coffee break, serve coffee, tea, water, assorted fruit juice

XI. BREAK-OUT ROOMS
The break-out rooms must be large enough to accommodate up to 16 personnel. The rooms shall have 4 tables and 16 chairs, and must be set up and available for use starting on September 16, 2013 at 0800 hours through 1700 hours on September 19, 2013.

XII. SIMULTANEOUS TRANSLATION EQUIPMENT
The Contractor shall supply equipment for simultaneous translation in the plenary hall consisting at a minimum of:

1. Soundproof booth/cabin for translator(s)
2. 40 Wireless receivers for participants
3. Technician for adjusting and monitoring the equipment and sound levels
4. LCD projector & screen

(End of Amendment)

#	Equipment	Estimated Quantity	Price per day	Total Price
1	Simultaneous translation set	4		
2	LCD projector & screen	4		
		EQUIPMENT TOTAL		

D. Purchase Order Total

A. HOTEL ROOMS TOTAL	
B. AMENITIES TOTAL	
C. EQUIPMENT TOTAL	
PURCHASE ORDER TOTAL (sum)	

2. Continuation to SF-1449, RFQ Number S-RB100-13-C-0007, Schedule of Supplies/Services, Block 20, Description/Specifications/Work Statement to include the following:

X. COFFEE BREAKS
Morning & Afternoon. Times provided by Agenda. Server must be present for drinks. For each coffee break, serve coffee, tea, water, assorted fruit juice.

XI. BREAK-OUT ROOMS
The break-out rooms must be large enough to accommodate up to 10 personnel. The rooms shall have 4 tables and 10 chairs, and must be set up and available for use starting on September 1st, 2013 at 0800 hours through 1700 hours on September 19, 2013.

XII. SIMULTANEOUS TRANSLATION EQUIPMENT
The Contractor shall supply equipment for simultaneous translation in the plenary hall consisting at a minimum of:

1. Soundproof booth/cabin for translator(s)
2. 40 headsets receivers for participants
3. Technician for adjusting and monitoring the equipment and sound levels
4. LCD projector & screen

(End of Amendment)