



Republic of Serbia
Belgrade, September 11, 2014

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-14-Q-0028

Enclosed is a Request for Quotes (RFQ) for insurance coverage and management of the related services for all the U.S. Government owned official vehicles and motorcycles located in 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, and submit it to the following address:

U.S. Embassy
GSO/Contracting Officer
S-RB100-14-Q-0028
Jovana Marinovica bb
11040 Belgrade, Serbia

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 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-1449 Blocks 12, 17, 23, 24 and 30.
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 page:

<http://serbia.usembassy.gov/solicitations/register-your-company.html>

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 September 19, 2014. 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.

Quotes may 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 SRB10014Q0028 file x of x files.

Quotations are due by 12:00 noon local time on October 1, 2014 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, quoters must be registered in the System for Award Management (SAM). Quotes from companies not registered in SAM will be considered technically unacceptable.

Sincerely,



Elizabeth Konick
Contracting Officer

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