



Embassy of the United States of America

Republic of Serbia
Belgrade, June 12, 2013

To: Prospective Offerors

Subject: Solicitation number S-RB100-14-Q-0020 – Hotel services during EXBS/ICE Course July 08-11, 2014 in Belgrade, Serbia.

The Embassy of the United States of America invites you to submit a quote for the subject solicitation. If you intend to submit a quote, you should thoroughly examine all documents contained in the contract solicitation package.

Your quote must be submitted in a sealed envelope marked "**Quotation S-RB100-14-Q-0020 Enclosed**" to the Contracting Officer, American Embassy, Bulevar kneza Aleksandra Karadjordjevica 92, 11040, Belgrade, on or before 12:00 noon on June 23, 2014. No proposal will be accepted after the cut-off date and time.

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. Pricing
3. Section 3. Solicitation provisions
4. Section 5. Representation and Certifications.

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 is responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Direct any questions regarding this solicitation to Nadica Cosic by fax +381-11/706-4006 or email cosics@state.gov .

Sincerely,


Elizabeth Konick
Contracting Officer

Enclosure: S-RB100-14-Q-0020