



Embassy of the United States of America

Republic of Serbia
Belgrade, January 23, 2014

To: Prospective Offerors

Subject: Solicitation number S-RB100-14-Q-0159 – Hotel services during JACI conference February 27-28, 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-0159 Enclosed**" to the Contracting Officer, American Embassy, Bulevar kneza Aleksandra Karadjordjevic 92, 11040 Belgrade, on or before 15:00 noon on February 6, 2014. No proposal will be accepted after the cut-off date and time.

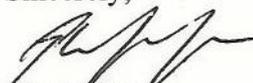
In order for a proposal to be considered, you must complete and submit the following:

1. SF-18 Blocks 8, 11, 13, 14, 15, 16.
2. Section 1. Pricing
3. Section 3. Solicitation provisions
4. Section 5. Representations 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 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.

Direct any questions regarding this solicitation to Nebojsa Stosic by fax +381-11/706-4006 or email stosicn@state.gov.

Sincerely,



Gloria Rigor
Contracting Officer

Enclosure: S-RB100-14-Q-0159