Embassy of the United States of America

Republic of Serbia
Belgrade, August 20, 2015

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-15-Q-0659

Enclosed is a Request for Quotes (RFQ) for procurement of HP office machines for the U. S. Embassy 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.

The U.S. Government intends to award a contract 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-18 Blocks 8, 11, 13, 14, 15 and 16.
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), NCAGE number and SAM registration.

Instructions on how to apply for a DUNS number and **register in SAM** are available at this web address:

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 Miroslav Kolundzic at BLG-Procurement@state.gov no later than close of business August 31, 2015. Questions will not be accepted after this date. It is your responsibility to monitor the web page for any new information which may be posted until the solicitation response date.

Please submit quotes 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 SRB100-15-Q-0659 file x of x files.

Quotes are due by 12.00 h (noon), on September 16, 2015 and will not be accepted after this date. All responsible sources may submit a response which, if received on time, shall be considered.

Sincerely,

Michael Moody
Contracting Officer

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