



Republic of Serbia
Belgrade, November 6, 2015

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-16-Q-0004

Enclosed is a Request for Quotes (RFQ) for regular maintenance and repair of photocopiers in the U. S. Embassy Belgrade, Serbia. If you would like to submit a quote, follow the instructions in Section 3 of the solicitation and 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.

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:

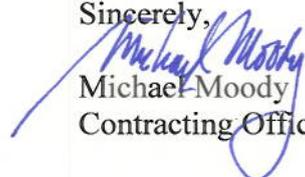
<http://serbia.usembassy.gov/solicitations/register-your-company.html>

Direct any questions regarding this solicitation in writing and in English exclusively. Email the questions to Nebojsa Stosic at BLG-Procurement@state.gov no later than close of business November 23, 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 SRB100-16-Q-0004 file x of x files.

Quotes are due by 17.00 h, on November 27, 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