

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE (mm-dd-yyyy)	4. ORDER NUMBER	5. SOLICITATION NUMBER SUP300-11-Q-0008	6. SOLICITATION ISSUE DATE (mm-dd-yyyy) 06-20-2011
7. FOR SOLICITATION INFORMATION CALL: 	a. NAME Olena Stavnycha, Contracting Specialist		b. TELEPHONE NUMBER (No collect calls) 490-4113	8. OFFER DUE DATE/ LOCAL TIME 07-25-2011/17:00

9. ISSUED BY US Embassy Kiev, Ukraine	CODE	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR NAICS: SIZE STANDARD:	<input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A)
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11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING
		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	

15. DELIVERY TO 4 Glybocytska St, Artem Business Center US Embassy Kiev, Ukraine	CODE	16. ADMINISTERED BY Contracting Office, US Embassy Kiev, Ukraine	CODE
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17a. CONTRACTOR/OFFEROR	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY US Embassy Kiev, Ukraine	CODE
TELEPHONE NO.				

<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
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19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1.	Moving Services - US Embassy Mission in Kiev, Ukraine relocation to the new Compound as per attached RFQ <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>				0.00

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT (For Govt. Use Only) 0.00
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<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA	<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED
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<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA	<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED
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<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. > OFFER DATED _____ (mm-dd-yyyy). YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, AS ACCEPTED AS TO ITEMS:
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30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
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30b. NAME AND TITLE OF SIGNER (Type or print)	30c. DATE SIGNED (mm-dd-yyyy)	31b. NAME OF CONTRACTING OFFICER (Type or Print) Ina Erickson, Contracting Officer	31c. DATE SIGNED (mm-dd-yyyy)
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June 20, 2011

To: Prospective Offerors

Subject: Moving Services - Solicitation Number SUP300-11-Q-0008

Enclosed is a Request for Quotations (RFQ) for moving and move related services to relocate the American Embassy Mission in Kiev, Ukraine from the old locations to the newly constructed Embassy building at 4 Sikorskoho St, Kiev. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document (to include Section I, Block 23, Section 5, Representations and Certifications) and submit it with a technical proposal to the address shown on the Standard Form 1449 that follows this letter.

The Embassy intends to conduct a pre-proposal conference followed by a site visit on July 14, 2011, 10:00 a.m. at 4 Glubochutska St, Artem Business Center, and all prospective offerors who have received a solicitation package are invited to attend. See the Addendum to Solicitation Provisions of the attached solicitation for details.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the Contracting Officer, Ina Erickson, 4 Glubochutska St, Artem Business Center, on or before 17:00, July 25, 2011. No quotation will be accepted after this time.

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/purchase order 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. Questions regarding this solicitation should be submitted in writing to Olena Stavnycha, StavnychaO@state.gov, fax # 044-490-4085.

Sincerely,

A handwritten signature in black ink, appearing to read "Ina Erickson".

Ina Erickson
Contracting Officer