



September 13, 2016

4, Igor Sikorsky St.,  
Kyiv, 04112, Ukraine

SUBJECT: Request for Quotation SUP300-16-Q-0017  
Enclosures for Garage Parking Area Staircases at the US Embassy, Kyiv

Dear Prospective Quoter:

The Embassy of the United States of America has a requirement for a firm to construct enclosures for garage parking area staircases at the US Embassy Compound, located at 4 Ihor Sikorsky St., Kyiv, Ukraine. This construction effort is estimated to be less than \$25,000.

The Embassy intends to conduct a site-visit on September 16, 2016 at 14:00 at 4 Ihor Sikorsky St., Kyiv, and all prospective quoters are invited to attend. See Section I of the attached Request for Quotations (RFQ).

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each offeror must meet the following requirements when submitting their proposal:

- \* Be able to understand written and spoken English;
- \* Have an established business with a permanent address and telephone listing;
- \* Have the necessary personnel, equipment and financial resources available to perform the work;
- \* Have all licenses and permits required by local law;
- \* Meet all local insurance requirements;
- \* Have the ability to obtain a performance and guarantee bond and a payment bond, or to post adequate performance security, such as irrevocable letters of credit or guarantees issued by a reputable financial institution;
- \* Have no adverse criminal record;
- \* Have no political or business affiliation which could be considered contrary to the interests of the United States;
- \* Have good experience and past performance records; and,
- \* Identify specialized experience and technical competence required to complete the construction work in accordance with this solicitation.

**Submit your quotation by e-mail on or before 18:00 September 22, 2016 to [KyivGSO@state.gov](mailto:KyivGSO@state.gov) with subject line "Enclosures for Garage Parking Area Staircases at the US**

Embassy, Kyiv". No quotations will be accepted after this time. No electronic offers will be accepted.

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

1. SF-18
2. Completed Sections A, D, J, K and Attachment #4 of RFQ, and
3. Additional information as required in Section I of RFQ.

Direct any questions regarding this solicitation to Alla Biguniak, Contracting Assistant by e-mail [KyivGSO@state.gov](mailto:KyivGSO@state.gov) or by phone +38044-521-5579 during regular business hours.

Sincerely,



Joey Klinger  
Contracting Officer