



September 19, 2016

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

SUBJECT: Request for Quotation
ODC Renovation Services

Dear Prospective Quoter:

The Embassy of the United States of America has a requirement for a firm to perform the renovation services at the Office of Defense Cooperation (ODC), located at 25 Lesy Ukrainky blvd., Kyiv, Ukraine. This construction effort is estimated to be less than \$25,000.

The Embassy intends to conduct a site-visit on September 22, 2016 at 15:00 at 25 Lesy Ukrainky blvd., 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.

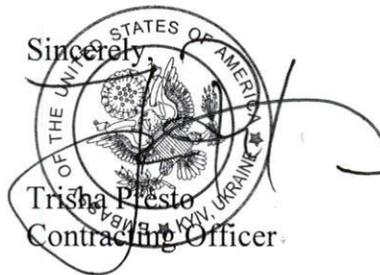
Submit your quotation by e-mail on or before 17:00 September 27, 2016 to KyivGSO@state.gov with subject line "ODC Renovation Services". No quotations will be accepted after this time. No electronic offers will be accepted.

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
3. Additional information as required in Section I of RFQ.

Direct any questions regarding this solicitation by e-mail to KyivGSO@state.gov or by phone +38044-521-5595 during regular business hours.

Sincerely,



Trisha Presto
Contracting Officer