Embassy of the United States of America

Kyiv, Ukraine
November 02, 2015

SUBJECT: Request for Quotations Number SUP300-16-Q-0001
Installation of a Tennis Court

Dear Prospective Quoter:

The Embassy of the United States of America invites you to submit a proposal for installation of a tennis court at the US Embassy, Kyiv, Ukraine.

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package and arrange for a personal inspection of the project site by a representative from your company. The Embassy intends to conduct a site visit, and all prospective offerors will be invited to attend. **The site visit will be held at 4 Igor Sikorsky Street, Kyiv, Ukraine on November 09, 2015 at 14:00.**

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the GSO Contracting Office at 4 Igor Sikorsky str. by 17:00 on November 17, 2015. No proposals will be accepted after this time.

Complete Part II of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered you must also complete and submit the following:

1. Section A: Price
2. Documents indicated in section J: Quotation Information
3. Section L: Representations, Certifications and other Statements of Offerors or Quoters

The contract will be a firm-fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing in its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractors and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy for determining the amount or quantities of materials required.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this request for proposals to Adrian Lanspeary by letter or by telephone 044 521 5250 during regular business hours.

Sincerely,

Adrian Lanspeary,
Contracting Officer
American Embassy
Kyiv, Ukraine