Embassy of the United States of America

Hanoi

December 10, 2015

To: Prospective Bidders

Subject: Request for Laboratory Safety Equipment and Calibration for the US Embassy Hanoi.

Enclosed is the Statement of Work/Request for Proposal for the supplies of Laboratory Safety Equipment and Calibration for the US Embassy Hanoi. If you would like to submit a quotation, complete the required portions of the attached document, and submit the package electronically to Bui Huyen Trang at BuiTH@state.gov by the deadline below.

The U.S Government intends to award a contract/purchase order for each requirement to the responsible company submitting an acceptable quotation at the lowest price. Quotes must be valid for a minimum of 120 calendar days . We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussion with companies in the competitive range if there is a need to do so.

The U.S Government will review your proposal. The proposal must have the company registration record in the System for Award Management (SAM) with the Data Universal Numbering System (DUNS) number and the NATO Commercial and Government Entity (NCAGE) Code for doing business with the U.S Government. If you already have the SAM record available please submit the confirmation letter together with the proposal for our review. If you don't have the SAM record please find the attached instructions, or contact Bui Huyen Trang at BuiTH@state.gov for assistance.

Quotations are due at 15:00, December 25, 2015.

Please email any question regarding this request for quotation to WarfieldMS@state.gov.

Sincerely,

Contracting Officer

Michael Warfield