



Embassy of the United States of America
Belgrade, Republic of Serbia
April 30, 2020

SUBJECT: Notice of establishment of Blanket Purchase Agreements (BPA) for the supply of heating ventilation and air conditioning equipment (HVAC) maintenance supplies for U.S. Embassy Belgrade.

Dear Prospective Offeror:

The U.S. Embassy in Belgrade intends to establish several Blanket Purchase Agreements (BPA) for the supply of heating ventilation and air conditioning equipment (HVAC) maintenance supplies.

We estimate that the volume of purchases through each BPA will be RSD 2,500,000.00. The Embassy is not obligated to purchase any definite amount under the BPAs, and the amount of any one purchase will not exceed the equivalent of RSD 350,000.00

Excise, duties and Value Added Tax (VAT) are not applicable to purchases made under this BPA because the U.S. Embassy has an Excise and VAT exemption certificate from the host government. The Embassy will issue an SNA and SNPDV form to the vendor for each invoice or as otherwise required by local laws and regulations.

Payment shall be made via Electronic Fund Transfer (EFT) within 30 days from receipt of an original, hard copy and correct summary invoice. The summary invoice shall be submitted at least monthly or upon expiration of the BPA, whichever occurs first, for all deliveries made during the monthly billing period. The invoice shall identify the call orders/delivery tickets covered therein, stating the total value, and supported by recent copies of the call orders/delivery tickets.

The Federal Acquisition Regulation (FAR) and Department of State Acquisition Regulation (DOSAR) clauses applicable to the resulting BPA and to all purchases made under this BPA are attached to this letter and will be made part of the BPA. In the event of an inconsistency between the provisions of this BPA and your invoice, the provisions of the BPA shall take precedence.

The US Government intends to award multiple BPAs to firms which are technically acceptable, responsible, and clearly intend to sell products or services to the US Government at market prices or below. The Contracting Officer will determine technical acceptability by ensuring that the firms are able to comply with the terms of this BPA. Responsibility will be based on requirements of Federal Acquisition Regulation (FAR) 9.1 including:

- adequate financial resources or the ability to obtain them;

- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and be otherwise qualified and eligible to receive an award under applicable laws and regulations.

We invite you to submit the documents stated in Section 3 SOLICITATION PROVISIONS of the attached solicitation no later than close of business on March 31, 2020 if you wish to compete for award of a Blanket Purchase Agreement.

In order to be considered, you must have a DUNS number issued by Dun & Bradstreet, an NCAGE code (issued by Direkcija za standardizaciju, kodifikaciju i metrologiju Ministarstva odbrane Republike Srbije), and be registered in the System for Award Management (SAM).

DUNS, NCAGE and SAM registration instructions are available at this link:

<https://rs.usembassy.gov/wp-content/uploads/sites/235/DUNS-NCAGE-and-SAM-registration-guide-update-JUN2018-1.pdf>

For any questions or concerns regarding the BPA announcement, please contact Speranca Cosic by email at BLG-Procurement@state.gov

Respectfully,



Shiraz Wahaj
Contracting Officer