



*Embassy of the United States of America*

Republic of Serbia  
Belgrade, September 3, 2020

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19RB1020Q0754

Enclosed is a Request for Quotes (RFQ) for recreational and gymnastic equipment for U.S. Embassy Belgrade. If you would like to submit a quote, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the following address:

U.S. Embassy  
GSO/Contracting Officer  
19RB1020Q0754  
Jovana Marinovica bb  
11040 Belgrade, Serbia

The U.S. Government intends to award a single purchase order or to award purchase orders to multiple sources under this solicitation if doing so is economically advantageous to the Government. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

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

1. SF-18 cover page (blocks 8, 11, and 13-16 as appropriate)
2. Section 1, II. Prices
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3, Solicitation Provisions.
5. Your company's Dun & Bradstreet (DUNS) number
6. All quotes and supporting documentation must be printed/copied double sided where possible.

Direct any questions regarding this solicitation in writing and in English exclusively. Email the questions to Miroslav Kolundzic at [BLG-Procurement@state.gov](mailto:BLG-Procurement@state.gov) no later than close of business on September 10, 2020. Questions will not be accepted after this date. Answers will be posted on the Embassy web page where the solicitation is publicized. It is your responsibility to monitor the web page for any new information which may be posted until the solicitation response date.

Proposals/Quotes may be submitted in electronic format. The electronic quote shall be submitted via email to [BLG-Contracting@state.gov](mailto:BLG-Contracting@state.gov) in Adobe Acrobat pdf format. Proposals/Quotes must be compiled as a single document with pages numbered 1 of x, 2 of x, etc. If the size of the full document is greater than 2MB, break in into multiple documents smaller than 2MB and name each document as follows: “(your company name)-Quote 19RB10120Q0754 file x of x files”.

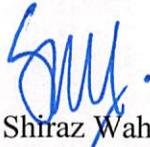
It is advised that you be registered in the System for Award Management (SAM) by the time you submit your proposal, but it is NOT required until we award. Proposals from companies not registered in SAM when we award will not be considered.

Instructions on how to apply for a DUNS number and register in SAM are available at this web page:

<https://rs.usembassy.gov/wp-content/uploads/sites/235/DUNS-NCAGE-and-SAM-registration-guide-update-APR2018.pdf>

Quotations are due by 17:00 Belgrade time, on September 20, 2020 and will not be accepted after this date. All responsible sources may submit a response which, if received on time, shall be considered.

Sincerely,



Shiraz Wahaj  
Contracting Officer

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