Embassy of the United States of America

Republic of Serbia
Belgrade, March 1, 2021

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19RB1021Q0283

Enclosed is a Request for Quotes (RFQ) for various items of IT (Information Technology) equipment. 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
19RB1021Q0283
Jovana Marinovica bb
11040 Belgrade, Serbia

The U.S. Government intends to award a purchase order to the responsible company submitting an acceptable quotation at the lowest price. 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

Direct any questions regarding this solicitation in writing and in English exclusively. Email the questions to Nebojsa Stosic at BLG-Procurement@state.gov no later than close of business on March 5, 2021. 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 and must be submitted via email only to BLG-Contracting@state.gov in Adobe Acrobat pdf format. Quotes submitted to any other email address will not be considered. 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 19RB1021Q0283 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-JUN2020.pdf

Quotations are due by 17:00 local time on March 15, 2021 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

Enc: Solicitation Number 19RB1021Q0283