March 5, 2020

To:       Prospective Offerors

Subject: Request for Quotation number 19TC1020Q0005

Enclosed is a Request for Quotation (RFQ) for Generator Preventive Maintenance Services. If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter within the indicated timeframe.

The U.S. Government intends to award a contract to the responsible company submitting a technically acceptable offer 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.

Pre-quotation conference/site visit will be held on March 18, 2020 at 10:00 am (local time) in the U.S. Embassy, Abu Dhabi. Please fill the ‘Site Visit Access Request Form’ and send it to JohnJK@state.gov on or before 10 AM on March 15, 2020 to arrange entry to the building.

Quotations are due no later than April 6, 2020 at 4:00 pm (local time). Quotations must be submitted in a sealed envelope marked "Quotations Enclosed - RFQ 19TC1020Q0005" to the Contracting Officer, Embassy of the U.S.A, P.O. Box 4009, Abu Dhabi. Please ensure your company name is on the envelope. We cannot accept quotations by email or on electronic media such as ‘flash’ drives. These quotation envelopes must be delivered to the main entrance of the U.S. Embassy’s security gate.

Sincerely,

Anthony Chang
Contracting Officer

Enclosure:
- Solicitation package
- Site Visit Access Request Form