



*Embassy of the United States of America
Abu Dhabi, United Arab Emirates*

February 18, 2021

U.S. Embassy Abu Dhabi

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19TC1021Q0007

Enclosed is a Request for Quotations (RFQ) for Travel Management Services. If you would like to submit a 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.

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

The Embassy intends to conduct a *Microsoft Team Session for Questions and Answers (Q & A) on March 3rd, 2021 at 10:00 am (Local time)*, and all prospective quoters who interested in this opportunity a solicitation should to send us their details and questions by COB February 28, 2020 for attending.

Quotations are due no later than **March 21st, 2021 by 05:00 pm.** (local time). Your quotation must be submitted both physically to the Embassy AND electronically via e-mail. Pricing and Technical Quotations must be submitted separately.

- **Physical Quotation** must be submitted in a sealed envelope marked "*Quotation Enclosed – Solicitation No.: 19TC1021Q0007*" to the Contracting Officer, Embassy of the U.S.A, P.O. Box 4009, Abu Dhabi or to the main entrance of the U.S. Embassy's security gate. Quotations must be received on or before **March 21st, 2021 at 05:00 pm. (UAE time)**. No quotation will be accepted after this time.
- **Electronic Quotation** must be submitted to AbuDhabiContracts@state.gov marking the subject line "*Quotation attached – Solicitation No.: 19TC1021Q0007*". Quotations must be received on or before **March 21st, 2021 at 05:00 p.m. (UAE time)**. No quotation will be accepted after this time.

Additional Instructions: **Only PDF formatted documents will be accepted.** Please ensure your **attachment does not exceed 10MB**. If there are more files to be attached in an e-mail, send separate e-mail(s) within the stipulated file size restriction, following the afore-mentioned subject line marking instruction.

In the case of a discrepancy between the physical and electronic copy of your quotation, the physical quotation will be the controlling document.

Direct any questions regarding this solicitation to Antoaneta Gogleva by email to AbuDhabiContracts@state.gov during regular business hours.

Sincerely,

Antoaneta Gogleva
Contracting Officer

Enclosure

SF1449

Solicitation 19TC1021Q0007