

November 07, 2017

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19UP30-18-Q-0003 for Preventive Maintenance Services for Fuel/Oil Systems

The U.S. Embassy Kyiv, Ukraine, invites you to submit a quotation for preventive maintenance services for fuel/oil systems. The detailed information is provided in the attached Request for Quotation.

The Embassy intends to conduct a **site-visit and a pre-proposal conference on November 21, 2017 at 11:00**, and all prospective quoters are invited to attend. See Section 3 of the attached Request for Quotation for the details. For site-visit and pre-proposal conference registration please provide your company contact information and names of visitors no later than 12:00 on November 2**0**, 2017 to KyivGSO@state.gov.

The quotations for preventive maintenance services for fuel/oil systems must be submitted **by e-mail on or before 18:00 December 25, 2017** to <u>KyivGSO@state.gov</u> with subject line "Preventive Maintenance Services for Fuel/Oil Systems (19UP30-18-Q-0003)". No quotations will be accepted after this time.

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

- 1. Standard Form SF-1449
- 2. Section 1 and Section 5 of the Request for Quotation
- 3. Additional information as required in Section 3 of the Request for Quotation.

For you convenience the solicitation package contains a Quick Guide for International Entity registration in SAM. Please give yourself plenty of time before your contract deadline as the registration in SAM is rather long process (see the Quick Guide for the details).

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.

Direct any questions regarding this solicitation to Alla Biguniak, Contracting Assistant, by e-mail KyivGSO@state.gov or by phone +38-044-521-5000 during regular business hours.

Singerely,

Contracting Officer

U.S. Embassy Kyiv, Ukraine