

May 25, 2018

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19UP30-18-Q-0013 Rental of Vehicles with Drivers

The U.S. Embassy Kyiv, Ukraine invites you to submit a quotation for rental of vehicles with drivers.

The Embassy intends to conduct a pre-proposal conference on 06/05/2018 at 11.00 at Ihor Sikorskiy St., Kyiv, Ukraine, and all prospective quoters are invited to attend. See Section 3 of the attached Request for Quotation. For pre-proposal conference registration, please provide your company contact information and names of visitors no later than 06/04/2018 10.00.to KyivGSO@state.gov.

Please submit your quotation in a sealed envelope marked "Quotation Enclosed: "19UP30-18-Q-0013 Rental of Vehicles with Drivers" to the U.S. Embassy Kyiv (4 Ihor Sikorskiy St., Kyiv, 04112). The deadline for receipt of quotations is 14:00 June 18, 2018. No quotations will be accepted after this time. No electronic offers will be accepted.

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.

Please be advised that according to FAR 4.1102 in case the amount of contract action exceeds \$30,000, all prospective offerors should be registered in System for Award Management (SAM) prior to award of the contract, during performance and through the final payment. If the offeror doesn't become registered in SAM prior to contract award, the Contracting Officer will proceed to award to the next otherwise successful registered offeror.

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 Pavel Nazarov, Procurement Assistant, by e-mail KyivGSO@state.gov or by phone +38-044-521-5000 during regular business hours.

