Embassy of the United States of America
Amman, Jordan

Cover Letter

U.S. Embassy, Amman
Date: 07/28/2020

To: Prospective Quoters

Subject: Request for Quotations number 19-J010-20-Q-0026

Enclosed is a Request for Quotations (RFQ) to provide preventive maintenance for the JUCR Uninterruptable Power Supply system at the U.S. Embassy Amman. 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.

Quotations are due by August 23, 2020 at 14:00 PM local time. Quotations must be submitted by email to AmmanRFQ@state.gov and be in the following format:

- Subject line in the e-mail must include the RFQ number and company name.
- Attach all documents to the e-mail (Microsoft Word or PDF). We will not accept offers that include links, unsolicited offers, or hard copies.
- All technical quotations must be printed on white paper without company logos, watermarks, letterhead or any information that identifies the company.
- The Embassy will not accept any quotations submitted after the deadline.

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

- F-1449
- Section 1 pricing;
- Section 5, Representations and Certifications;
- Additional information as required in Section 3.

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 Government is planning a site visit in accordance with the Federal Acquisition Regulation (FAR) provision 52.237-1, Site Visit.

The site visit will be held:

Date: August 10, 2020
Time: 10:00 A.M.

Location: U.S. Embassy in Amman, General Services Office.

All visitors are required to wear a face mask inside the Embassy compound, and face masks will be provided, upon request.

In order to facilitate the visit preparations, prospective offerors should contact Yaser Belaidi at BelaidiYG@state.gov to provide company name, attendee's names and identification numbers four business days prior to the visit date to make arrangements for security processing for entry of attendees into the U.S. Embassy compound. Only two representatives per company are allowed.

The U.S. Embassy is prohibited from procuring goods or services from any firms that are not registered in the System for Award Management (SAM). SAM is an integrated procurement database and serves as a single point of entry for vendors seeking to do business with the U.S. Government.

Questions are accepted by deadline August 15, 2020 at 14:00 P.M. (local time) to be sent to ammanrfqquestions@state.gov. Answers will be posted on the Embassy website after maximum 3 working days.

Sincerely,

Cynthia Jachim
Contracting Officer

Enclosure: RFQ# 19-J010-20-Q-0026