



*Embassy of the United States of America
Amman, Jordan*

Amman, Jordan
September 13, 2020

To: Prospective Offerors

Subject: Request for quotation number 19-J010-20-Q-0025

Enclosed is a Request for Quotations (RFQ) for providing and installing an Integrated Audio-Visual System in accordance with the specifications and terms and conditions set forth herein. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation.

Quotations are due by **November 02, 2020** at 4:00 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.

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

In order to facilitate the visit preparations, prospective offerors should contact Haitham AlZuhlof at alzuhlofhf@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 site visit will be held:

Date: **September 27, 2020**

Time: **10:00 AM**

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.

Questions are accepted until **September 30, 2020** at 4:00 P.M. (local time) and must be sent in English to AmmanRFQQuestions@state.gov, questions and answers will be published on beta.SAM.gov and Embassy's website.

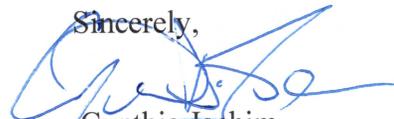
In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Pricing
3. Section 5, Representations and Certifications and ensure compliance with FAR 52.229-11 is completed with IRS Form W-14 found at www.irs.gov/w14
4. Additional information as required in Section 3

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation 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.

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.

Sincerely,



Cynthia Jachim
Contracting Officer



Enclosure (as noted)