



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

Amman, Jordan
September 17, 2020

To: Prospective Offerors

Subject: Request for Proposal Number 19-J010-20-R-0001

Enclosed is a Request for Proposal (RFP) for cleaning/janitorial and disinfection services in accordance with the specifications and terms and conditions set forth herein.

Proposals are due by **November 02, 2020** at 4:00 PM local time. **Proposals must be submitted by email to AmmanRFQ@state.gov and be in the following format:**

- Subject line in the e-mail must include the RFP 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 proposals submitted after the deadline.

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

1. SF-33
2. Section B, Pricing Schedule
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

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

Prospective offerors should contact Haitham AlZuhlof at alzuhlohf@state.gov to provide company name, attendees' names and national identification numbers no later than **September 24, 2020** to make appropriate arrangements entering the building for the visit, and only two representatives per company are allowed. All visitors are required to wear a face mask inside the Embassy compound, and face masks will be provided, upon request.

The site visit will be held:

Date: **September 28, 2020**

Time: **09:00 AM**

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

The Government is planning a pre-proposal conference, during which potential contractors may obtain a better understanding of the work required, See Section L of the attached Request for Proposals (RFP). Offerors are required to submit all questions in

writing to AmmanRFQQuestions@state.gov at least **four business days** prior to the conference. After the conference, an amendment to the solicitation containing an abstract of the questions and the Government's answers, will be made publicly available on www.beta.SAM.gov and on the Embassy's website.

In order to facilitate conference preparations, prospective offerors should contact Haitham AlZuhlof at alzuhlohf@state.gov to provide company name, attendee's names and identification numbers **four business days** prior to the conference date to make arrangements for security processing for entry of attendees into the U.S. Embassy compound. Failure to attend the pre-proposal conference does not constitute grounds supporting a protest or contract claim.

Offerors are cautioned that, notwithstanding any remarks, clarifications, or responses provided at the conference, all terms and conditions of the solicitation remain unchanged unless they are changed by written amendment. It is the responsibility of each offeror, prior to submitting a proposal, to seek clarification of any perceived ambiguity in the solicitation or created by an amendment of the solicitation.

The pre-proposal conference will be held:

Date: **October 01, 2020**

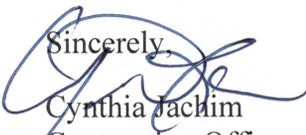
Time: **10:00 AM**

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

Questions are accepted until **October 05, 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.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, 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 Jackim
Contracting Office



Enclosure (as noted)