



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

Amman, Jordan  
January 24, 2021

To: Prospective Offerors

Subject: Request for quotation number **19J01021Q0010**

Enclosed is a Request for Quotations (RFQ) for designing, supplying and installing Poly-carbonate sheets cover to the CCAP waiting area located outside CCAP building in the eastern side of U.S. embassy Amman-Jordan 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, 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 February 11, 2021 at 14:00 PM (local time). **Quotations must be submitted by email to [AmmanRFQ@state.gov](mailto: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:

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

The site visit will be held on:

Date: February 2, 2021

Time: 10:00 A.M.

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

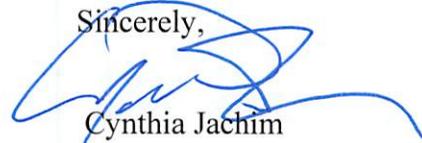
All visitors are required to wear a face mask inside the Embassy compound, and face masks will be provided, upon request.

In order to facilitate the visit preparations, prospective offerors should contact Rula Zabaneh at [zabanehrg@state.gov](mailto:zabanehrg@state.gov) to provide company name, attendee's names and identification numbers no later than January 28, 2021 at 14:00 P.M. (local time) 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.

For any enquiries/questions please email: [AmmanRFQQuestions@state.gov](mailto:AmmanRFQQuestions@state.gov) no later than February 4, 2021 at 14:00 P.M. (local time). Answers will follow after a maximum of three business days and will be posted on the Embassy website.

Sincerely,



Cynthia Jachim  
Contracting Officer

Enclosure: RFQ No. 19J01021Q0010