



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

Amman, Jordan
March 9, 2021

To: Prospective Offerors

Subject: Request for Quotation Number 19-J010-21-Q-0032

Enclosed is a Request for Quotation (RFQ) for Arabic Language Training to the employees of the U.S. Embassy Amman, in accordance with the specifications and terms and conditions set forth herein.

Quotations are due by March 23, 2021 at 04:00 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:

1. SF-1449
2. Section 1, Pricing Schedule
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 4, Evaluation Factors.

Offerors are required to submit all questions in writing to AmmanRFQQuestions@state.gov. Questions and Government's answers will be made publicly available on the Embassy's website. Questions are due by March 15, 2021 at 04:00 PM local time.

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 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.

You are kindly requested to complete the attached NDAA document and answer the questions in order for a quotation to be considered for award. Please make sure to insert your answer at the highlighted points.

Sincerely,



Cynthia Jachim
Contracting Officer

Enclosure: Solicitation# 19J01021Q0032