



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

Amman, Jordan
Date: January 13, 2021

To: Prospective Offerors

Subject: Request for Quotations number **19J01021Q0012 Media Monitoring Service Contract**

Enclosed is a Request for Quotation (RFQ) for Media Monitoring Services. Please submit a technical and financial quotation as separate documents and a filled SF-1449. **Quotations are due on January 27, 2021 at 14:00 local time and must be submitted by email to AmmanRFQ@state.gov and be in the following format:**

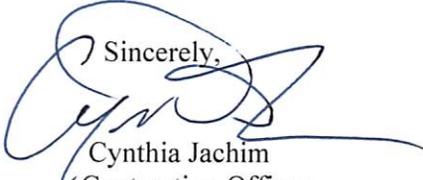
- Subject line in the e-mail must include the RFQ number and company name.
- Attach all documents to the e-mail (Microsoft Word or PDF). We will not accept offers that include links, unsolicited offers, or hard copies.
- The Embassy will not accept any quotations submitted after the deadline.

The U.S. Government intends to award a purchase order following the procedures outlined in this RFQ. We intend to award a 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 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.

For any enquiries/questions please email: SughayerRH@state.gov no later than January 20, 2021. Answers will follow after a maximum of three business days and will be posted on the Embassy website.

Sincerely,

Cynthia Jachim
Contracting Officer