



Embassy of the United States of America
Baghdad, Republic of Iraq

June 23, 2022

General Services Office/Procurement

Subject: RFQ Number 191Z1022Q0016_Courier-Messenger Service for the US Embassy-Baghdad. for the US Embassy-Baghdad.

I- INVITATION:

Dear Sir/ Ma`am,

The Embassy of the United States of America invites you to submit a quote for subject solicitation located inside the IZ, Baghdad, Iraq.

If you are interested in submitting a quote for this project, read the instructions in the attached Request for Quotation (RFQ).

II- QUOTATIONS SUBMISSION:

A. ADDRESS:

Your Quote must be submitted electronically by email with the subject line "**Proposal 191Z1022Q0016 Enclosed**" to BaghdadGSOProcAgt3@state.gov

B. CLOSING DATE:

- At/ before (17:00) (Baghdad Time) before (Saturday, July 09, 2022).

NOTE/ No proposal will be accepted after the cut-off date and time.

III- SITE VISIT:

No site visit is required for this RFQ.

IV- DELIVERABLES & COMPLETIONS:

If you intend to submit a proposal, you must thoroughly examine all documents contained in the contract solicitation package. Complete the OFFER portion of the Standard Form (1449), including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

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

- 1- A Completed SF-1449.
- 2- Section B and Attachment 4, Proposal Breakdown by Divisions.
- 3- Section K, Representations and Certifications.
- 4- Bar Chart illustrating sequence of work to be performed.
- 5- Additional information as required in Section L.
- 6- Performance Plan with Performance Schedule where the estimated period of performance must be specified;
- 7- Name, cell phone number and ID number with copy of Superintendent who can speak good English with certificate(s) of language proficiency.
- 8- Copy of company legal registration documents with bank account details; And
- 9- All required IZ access authorizations for vehicles/trucks/lifts/backhoes will be the responsibility of the successful contractor. The U.S. Embassy-Baghdad will provide a copy of the contract, if required, to assist the process of issuing the authorization letter(s) when requested.

Please be advised that each offeror is responsible for furnishing complete information to his/her subcontractor and suppliers, such as details and quantities required by the drawings and specifications if any.

V- QUESTIONS & ANSWERS:

Submit any questions you may have concerning the solicitation documents in writing by **Thursday, June 30, 2022, at 17:00 BLT** at BaghdadGSOProcAgt3@state.gov . Responses will be posted in writing on our public website.

The Contracting Officer reserves the right to reject any or all proposals and to waive any informality in proposals received. In addition, the Contracting Officer reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Sincerely,

Ramon Taruc
Contracting Officer

Enclosure: 191Z1022Q0016