



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

COVER LETTER

December 09, 2021

General Services Office/Procurement

Subject: Solicitation number 191Z1022Q0003_SDA Electric Grounding Test for the US Embassy-Baghdad.

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 Quote (RFQ).

Your Quote must be submitted electronically by email with the subject line "**Proposal 191Z1022Q0003 Enclosed**" to BaghdadGSOProcBid@state.gov at/ before **(14:00) (Baghdad Time)** on/before **(Thursday, December 30, 2021)**. You may also elect to submit your proposal in hard copy marked for the attention of the "**Contracting Officer – Proposal 191Z1022Q0003 Enclosed**", which may be delivered to the Embassy **WHITE CAC** on Al Kindi Street between 0800 and 1600 on regular business days. No proposal will be accepted after the cut-off date and time.

The Embassy intends to conduct a site visit on **(Sunday, December 19, 2021)**, at **(10:00 AM Baghdad Time)** and all prospective offerors who have received a solicitation package are invited to attend. The names of the participants must be submitted not later **(Wednesday, December 15, 2021)** at/before **(12:00 PM Baghdad Time)**. No more than (1) person will be admitted from each company. The assembly point for all bidders who wish to participate in the site visit is in front of the **WHITE CAC** no later than **10:00 AM local time on Sunday, December 19, 2021** please. Bidders who wish to use their own vehicles will be responsible for parking them.

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. Standard Form SF (1449) completed in Iraqi Dinars (for local companies) or USD (for foreign companies);
2. Performance Plan with Performance Schedule where the estimated period of performance must be specified;
3. Name, cell phone number and ID number with copy of Superintendent who can speak good English with certificate(s) of language proficiency;
4. Copies of valid International Zone badges for all personnel performing under the project;
5. Copy of company legal registration documents with bank account details; And