



Embassy of the United States of America

Hanoi

March 26, 2021

To: Prospective Bidders

Subject: Request for Quotation No. 19VM3021Q0012 – Conference Room Equipment Supply & Installation.

Enclosed is the Request for Quotation (RFQ) package with proposed technical specifications for the supply and installation of the conference room equipment for the US Embassy Hanoi. If you would like to submit a quotation, review the required portions of the attached document Standard Form 18, fill in block 11 e&f, 13, 14, 15 & 16; complete pricing offer & NDAA form; and submit the package electronically to Bui Huyen Trang at buith@state.gov by the deadline below.

The U.S Government intends to award a contract/purchase order for each requirements to the responsible company submitting an acceptable quotation at the lowest price. Quotes must be valid for a minimum of 180 calendar days, include all kinds of taxes, other possible charges and delivery fee to the appointed address . We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussion with companies in the competitive range if there is a need to do so.

Bidders shall visit the site to fully inform themselves of all the conditions and limitations applied to the work and submit a firm fixed price cost proposal for all the work. Site survey will be held at 09h00 on Mar 31, 2021 at the Procuratorate University – Duong Noi, Ha Dong, Hanoi. The written questions and list of attendants (full names and ID numbers, cellphone numbers, max. 02 attendants/bidder) must be submitted before 16h00, Mar 29, 2021 to Bui Huyen Trang at BuiTH@state.gov, and Chu Do quyen at chuqd@state.gov .

Bidders must include the company registration record in the System for Award Management (SAM) <https://www.sam.gov/SAM/pages/public/searchRecords/searchResults.jsf> with the Data Universal Numbering System (DUNS) number and the NATO Commercial and Government Entity (NCAGE) Code for doing business with the U.S Government in the quotation package. If you already have the SAM record available please provide DUNS & NCAGE numbers in the quotation for reference. If you don't have the SAM record please find the attached instruction, or contact Bui HuyenTrang at buith@state.gov for assistance.

Quotations are due at 17:00, April 12, 2021 local time.

Please email any question regarding this request for quotation to BishopGE@state.gov .

Sincerely,

Contracting Officer
Geoffrey Bishop

Attachment: SF18-RFQ, NDAA Form, FAR & DOSAR Clauses, SAM Guidance.