Embassy of the United States of America

Hanoi

Aug 31, 2022

To: Prospective Bidders

Subject: Request for Quotation number 19VM3022Q0040 – Office supplies

The U.S. Embassy Hanoi intends to establish a Blanket Purchase Agreement (BPA) for Office supply requirements including, but not limited to office equipments, general office accessories, and other miscellaneous office products for the U.S. Embassy Hanoi.

The U.S. Embassy estimates that the volume of purchases through this BPA will not be exceeded 150,000.00 with period of performance from Jan 2023 to Dec 2028. The Embassy is not obligated to purchase any definite amount of each order under this BPA. The amount of any one purchase or order will not exceed USD 10,000.00.

The U.S. Government intends to award BPAs to those firms that are technically acceptable, responsible, and clearly intend to provide services to the U.S. Government at market prices or below. The Contracting Officer will determine technical acceptability by ensuring that the firm is able to comply with the terms of this BPA. Please email your quotation to Ms Nga Nguyen at Nguyentn4@state.gov by the deadline below.

The U.S. Embassy Hanoi will review your quotation. The quotation package 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 Unique Entity ID (UEI) number and the NATO Commercial and Government Entity (NCAGE) code for doing business with the U.S. Government. If you already have the SAM record available or are listed as exceptional, please submit the confirmation letter or evidence together with the quotation for our review. If you don’t have the SAM record, please find the attached instruction, or contact Ms Nga Nguyen at Nguyentn4@state.gov.

Proposal will be due at 15:00PM on Sep 20, 2022.

Please email any question regarding this request for quotation to WilliamsNT2@state.gov.

Sincerely,

[Signature]

Nicole William

Contracting Officer