

Ho Chi Minh City, Aug 11, 2020

To: Prospective Vendors
Subject: Request for Quotation for Ceiling Tiles for COB PR9295855.

We kindly request you to submit your quotation for Carpet tiles supplies for the U.S. Consulate General in Ho Chi Minh City as detailed in the enclosure. To prepare your quotation, please complete the required documents and submit the package electronically no later than 14:00, August 31, 2020 to the Procurement Unit. The main point of contact is Ms. Khanh Truong – Procurement Agent at TruongKP@state.gov. It is the responsibility of the company to ensure that your quotation reaches the address before the deadline. Any clarification requests must be sent via email to the address above no later than August 17, 2020.

The U.S. Government intends to award a purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. Quotes must be valid for at least three months.

The proposal must have the company registration record in the System for Award Management (SAM) for doing business with U.S. Government. If you have the SAM record available, please submit the confirmation letter together with the quotation for our review. If you don't have a SAM record, please find the attached instructions for SAM registration.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Jennifer Elksnitis
Assistant General Services Officer

Enclosure
As stated.