



*Embassy of the United States of America*

U.S. Embassy Tallinn

Date: March 20, 2023

To: Prospective Quoters  
Subject: Request for Quotations number 19EN1023Q0002

Enclosed is a Request for Quotations (RFQ) for Janitorial services at U.S. Embassy Chancery building. If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract/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.

The U.S. Embassy intends to conduct a pre-proposal conference and site visit on April 5, 2023 at 11:00. All prospective offerors who have received a solicitation package are invited to attend. Pre-registration is required. See Section 3 of the solicitation for instructions, date and time.

Quotations are due by May 9, 2023, at 17:00 Estonian time (GMT/UTC +2). No quotations will be accepted after this time. Proposals must be in English and incomplete proposals will not be accepted.

Your quotation must be submitted electronically to [TallinnProcurement@state.gov](mailto:TallinnProcurement@state.gov). It is important to make sure the submission is made in specific size and format; in MS-Word 2007/2010 or MS-Excel 2007/2010 or Adobe Acrobat (pdf) file format. The file size must not exceed 30MB. If the file size should exceed the 30MB, the submission must be made in separate files and attached to separate emails with less than 30MB each.

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

1. SF-1449
2. Section I, Pricing
3. Section 5 Representations and Certifications
4. Additional information as required in Section 3
5. Proof of SAM Registration

Offerors shall be registered in the SAM (System for Award Management) database at <https://www.sam.gov> prior to submittal of their offer/proposal as prescribed under FAR 4.1102. Failure to be registered at time of proposal submission may deem the offeror's proposal to be considered non-responsible and no further consideration will be given. Therefore, offerors are highly encouraged to register immediately if they are interested in submitting a response to this requirement. The guidelines for registration in SAM are available at: [https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm\\_system=SAM](https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM)

Any questions concerning the solicitation must be sent in writing by April 14, 2023. Questions may be e-mailed to [TallinnProcurement@state.gov](mailto:TallinnProcurement@state.gov). The Embassy appreciates your interest in this solicitation.

Sincerely,  
*Steven E. Anderson*  
Contracting Officer

Enclosure: