



Embassy of the United States of America

Republic of Serbia
Belgrade, June 9, 2022

SUBJECT: Notice of establishment of a Blanket Purchase Agreement (BPA) for janitorial services for U.S. Embassy Belgrade.

Request for offers number 19RB1022Q0024

Dear Prospective Offeror:

The U.S. Embassy in Belgrade intends to establish multiple Blanket Purchase Agreements (BPA) for janitorial services for U.S. Embassy Belgrade.

We estimate that the volume of purchases through this BPA will be RSD 3,000,000.00. The Embassy is not obligated to purchase any definite amount under this BPA, and the amount of any one purchase will not exceed the equivalent of USD 3,500.00

Value Added Tax (VAT) is not applicable to purchases made under this BPA because the U.S. Embassy has a VAT exemption certificate from the host government. The Embassy will issue an SNPDV form to the vendor for each invoice.

Payment shall be made via Electronic Fund Transfer (EFT) within 30 days from receipt of an original, hard copy and correct summary invoice. The summary invoice shall be submitted at least monthly or upon expiration of the BPA, whichever occurs first, for all deliveries made during the monthly billing period. The invoice shall identify the call orders/delivery tickets covered therein, stating the total value, and supported by recent copies of the call orders/delivery tickets.

The US Government intends to award multiple BPAs to those firms that are technically acceptable, responsible, and clearly intend to sell products or services to the US Government at market prices or below. While we may award multiple BPAs, we will only award the number of BPAs we believe sufficient to meet our needs and regulatory competition requirements. The Contracting Officer will determine technical acceptability by ensuring that the firm is able to comply with the terms of this BPA. Responsibility will be based on requirements of FAR 9.1.

We invite you to submit the following documents if you wish to compete for award of a Blanket Purchase Agreement:

- Evidence that you operate an established business in the form of a copy of the excerpt from the Serbian Business Register (*izvod iz APR-a*),
- A copy of your Tax Identification Certificate (*broj PIB-a*),
- Your company's SAM. Unique Entity Identifier number (obtainable at www.SAM.gov)
- A copy of your pricelist

In order to be considered, you must have a SAM Unique Entity Identifier (UEI) number, instructions are available at this link in the Important Documents section:

<https://rs.usembassy.gov/embassy/belgrade/solicitations-and-public-auctions/procurement/>

Offers may be submitted in electronic format and must be submitted via email to BLG-Procurement@state.gov in Adobe Acrobat pdf format. Offers submitted to any other email address will not be considered. Proposals/Quotes must be compiled as a single document with pages numbered 1 of x, 2 of x, etc. If the size of the full document is greater than 2MB, break in into multiple documents smaller than 2MB and name each document as follows: "(your company name)-Offer 19RB1022Q0024 file x of x files"

Offers are due by 17:00 local time on June 23, 2022.

For any questions or concerns regarding the BPA, please contact Zoran Djordjevic at BLG-Procurement@state.gov

Respectfully,

A handwritten signature in blue ink, appearing to read 'DR', is positioned above the printed name of the contracting officer.

Damian Richard
Contracting Officer