



Republic of Serbia
Belgrade, September 14, 2022

Dear Prospective Offeror:

The U.S. Embassy in Belgrade intends to establish multiple Blanket Purchase Agreements (BPA) for auto parts, accessories and related supplies for the Embassy.

We estimate that the volume of purchases through this BPA will be no more than 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 Agreements:

- 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

Offers may be submitted in electronic format and must be submitted via email only to BLG-Procurement@state.gov in Adobe Acrobat pdf format. Offers 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)-Quote 19RB1022Q0034file x of x files".

The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "Unique Entity Identifier" followed by the unique entity identifier that identifies the Offeror's name and address exactly as stated in the offer. See www.sam.gov for establishing a unique entity identifier for your organization. Proposals from companies without a UEI number will be considered technically unacceptable.

Offers are due by 17:00 local time on September 28, 2022 and will not be accepted after this date. All responsible sources may submit a response which, if received on time, shall be considered.

Sincerely,

Ricahed Damian
Contracting Officer



Enc: Solicitation Number 19RB1022Q0034