Embassy of the United States of America

Republic of Serbia
Belgrade, March 13, 2023

SUBJECT: Notice of establishment of Blanket Purchase Agreements (BPA) for masonry and painting supplies for U.S. Embassy Belgrade, 19RB1023Q0017

Dear Prospective Offeror:

The U.S. Embassy in Belgrade intends to establish multiple Blanket Purchase Agreements (BPA) for masonry and painting supplies on an as needed basis with local suppliers.

We estimate that the volume of purchases through this BPA will be up to the RSD equivalent of USD 24,990. 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 RSD 35,000.00. The anticipated period of performance is April 15, 2023 – April 14, 2025.

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. All responsible sources may submit an offer, which will be considered. The resultant agreement will be an order dependent price type agreement.

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 UEI number,
- A completed and signed NDAA Certification Form, and
- A copy of your pricelist of basic services.

In order to be considered, it is required that you have a Unique Entity Identifier (UEI) number issued by www.SAM.gov by the time you submit your offer. Therefore, prospective offerors are encouraged to register prior to the submittal of offers. Instructions on how to apply for a Unique Entity Identifier (UEI) are available at this web page https://rs.usembassy.gov/procurement-opportunities in the Guides and FAQs section

Electronic Submission/Responses: Offers may be submitted in electronic format. The electronic quote shall be submitted via email 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 19RB1023Q0017 file x of x files"

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

Respectfully,

Michael Warfield
Contracting Officer