

[April 20, 2020]

TO: Prospective Quoter

SUBJECT: **Request for Quotation No. 19BX6020Q0004**

The Embassy of the United States of America invites contractor to submit a quote for Conversion of storage room and breakroom into office space for U.S. Embassy Bandar Seri Begawan. The estimate range in price for this contract shall be between B\$10,000.00 to B\$13,000.00.

The issuance of the RFQ is anticipated to be May 01, 2020. Interested quoters shall contact Lys Boon (BoonAC@state.gov) in order to receive the RFQ documents. Details to be provided by the company are:

- Name and address of company
- Name of requestor and designation
- Contact details – email address, office telephone and mobile phone number

The due date and time to submit your quote is no later than 5:00 p.m. Brunei time, Tuesday, May 18, 2020. No quotation will be accepted after this time.

Please note that all companies doing business with the U.S. Government must register on the System for Award Management (SAM) available at <https://www.sam.gov>.

The guidelines for registration in SAM are also available at

[https://sam.gov/sam/transcript/Quick Guide for International Entity Registration.pdf](https://sam.gov/sam/transcript/Quick%20Guide%20for%20International%20Entity%20Registration.pdf)

To register in SAM, a DUNS number and a NCAGE code are required. There is no cost involved in obtaining these numbers or registration in SAM. However, the entire process may take up to a month and thus, interested quoters are strongly encouraged to register their business as soon as possible to avoid any delay in making an award to the successful bidder.

The U.S. Government intends to award a contract to the responsible company submitting the lowest priced technically acceptable quote. The Government intends to award a contract based on initial quotes, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

For queries, please contact Lys Boon at Tel: 673-8726680; Fax: 673-2384604 or email: BoonAC@state.gov.

Sincerely,

//signed//

Eric C Moore
Contracting Officer