

March 08, 2019

To: Prospective Quoters

Subject: **Request for Quotations No. 19BX6019Q0003**

The Embassy of the United States of America invites vendors to provide quotation for supply and delivery of laptops for U.S. Embassy Bandar Seri Begawan.

The issuance of the RFQ is anticipated to be March 18, 2019. Interested quoters shall contact Lys Boon at BoonAC@state.gov in order to receive the RFQ document. 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

The due date and time for this RFQ is April 01, 2019 @ 5.00 pm. Please read RFQ for submission instructions.

Companies doing business with the US Government are required to register in the “SYSTEM FOR AWARD MANAGEMENT” (SAM) when requested as part of the RFQ. The entire process is free of charge.

Quoters should start the registration in the following order:

- Apply for a NATO Commercial and Government Entity (NCAGE)
- Apply for DUN & Bradstreet (D&B)
- Apply for an account in SAM
- Start SAM registration

Please refer to the link below for the Quick Start Guide for New Foreign Entity Registrations.

https://www.sam.gov/sam/transcript/Quick_Guide_for_International_Entity_Registration.pdf

As registration may be a lengthy process, interested quoters should initiate the registration as soon as possible. The confirmation that the SAM registration is successful must be provided with the quote.

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: 6732384616 ext 2123; Fax: 6732384604; email: BoonAC@state.gov

Sincerely,

Eric C Moore
Contracting Officer