



**American Embassy Bucharest Romania**

**04 October 2024**

**To: Prospective Quoters**

**Subject: Request for Quotations number 19R01025-Q0002**

Enclosed is a Request for Quotations (RFQ) for acquisition of travel management services. If your company would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit the quotation to:  
[BucharestGSOProcurement@state.gov](mailto:BucharestGSOProcurement@state.gov).

We intend to award a contract to a responsible company who submits an acceptable and complete quotation at the best value for the U.S. Government. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range, if there is a need to do so.

In order for a quotation to be considered, you must also complete and submit the following:

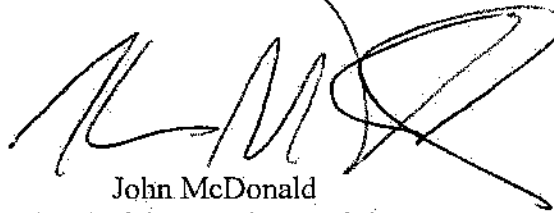
1. SF-1449
2. Section I, Pricing
3. Section 5 Representations and Certifications
4. Additional information as required in Section 3
5. Your company UEI (Unique Entity Identifier) number as proof of SAM Registration (required if your quotation is above \$30,000)

Offerors shall be registered in the SAM (System for Award Management) database at <https://www.sam.gov> prior to submittal of their offer/proposal as prescribed under FAR 4.1102. Failure to be registered at time of proposal submission may deem the offeror's proposal to be considered non-responsible and no further consideration will be given. Therefore, offerors are highly encouraged to register immediately if they are interested in submitting a response to this requirement (required for quotations above \$30,000 in value).

Quotations must be submitted by email with the subject line "Quotation 19R01025-Q0002 Enclosed" to [BucharestGSOProcurement@state.gov](mailto:BucharestGSOProcurement@state.gov), on or before **16:00 on 28 October 2024** (Bucharest Time). Quotations that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

If you have questions regarding this solicitation, please submit them by email to my attention. All questions must be written in the English language and sent by email to: [BucharestGSOProcurement@state.gov](mailto:BucharestGSOProcurement@state.gov) no later than 17:00 on 14 October 2024 (Bucharest Time).

Sincerely,

A handwritten signature in black ink, appearing to read 'J. McDonald', with a large, stylized flourish extending from the end of the signature.

John McDonald  
Head of Contracting Activity