

Riga, Latvia  
July 27, 2020

**To: Prospective Offerors**

**Subject: Request for Quote number PR9262861**

Enclosed is a Request for Quote (RFQ) for delivery of a Passenger Van (7 passengers +1 driver) to the United States of America Embassy. If you would like to submit a quotation, complete:

1. The Section I, paragraph II, Pricing;
2. SF 18, Blocks 12 through 16;
3. Please provide additional information as stated in the Section 3, Instructions to Offerors;
4. Please provide your own detailed quote with specifications.

Please submit the proposal electronically to [Riga-ProcurementSection@state.gov](mailto:Riga-ProcurementSection@state.gov).

**Proposals are due on or before 16:00 on August 17, 2020.**

The U.S. Government intends to award a Purchase Order to the responsible company submitting an acceptable proposal at the lowest price. We intend to award a 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.

If the quote for the multi-purpose vehicle purchase exceeds \$30,000 USD, the potential contractor is required to obtain a DUNS number from Dun and Bradstreet, and a NCAGE Codes from NATO. Once a DUNS number and NCAGE Codes are obtained, registration in SAM (System for Award Management) is required before an award is made.

Sincerely,

John Langer  
Contracting Officer

Enclosed:

- SF 18
- Solicitation document PR9262861
- Registration procedures for DUNS
- Registration procedures for commercial and governmental entity code (CAGE) or a NATO cage (NCAGE)
- Registration procedures for SAM (System for Award Management)
- SAM Entity Administrator Letter Process