

March 10, 2021

Dear Prospective Offeror:

SUBJECT: Solicitation Number 19UP3021Q0006 for Cleaning and Basic Maintenance Services for ODC Office, Kyiv, Ukraine.

The U.S. Embassy Kyiv invites you to submit a quotation for cleaning and basic maintenance services for ODC Office, Kyiv, Ukraine. Detailed information is provided in the attached Request for Quotation.

The Embassy intends to conduct a site-visit on March 15, 2021 at 11:00 at 25, Lesi Ukrainky Blvd, Kyiv, Ukraine, and all prospective quoters are invited to attend. All visitors will be provided with an opportunity to take all measurements. Due to COVID-19 epidemic situation, all visitors must wear face masks and keep social distance during the site-visit. For site-visit registration please provide your company contact information, names of visitors, and names of tools (if any- measuring tape, etc.) no later than 10:00 on March 12, 2021 to [KyivSolicitations@state.gov](mailto:KyivSolicitations@state.gov).

The quotations must be submitted **by e-mail on or before 17:00 March 24, 2021** to [KyivSolicitations@state.gov](mailto:KyivSolicitations@state.gov) with subject line "Cleaning and Basic Maintenance Services for ODC Office, Kyiv, Ukraine (19UP3021Q0006)". No quotations will be accepted after this time. Note that if you are going to submit your quotation in archive folder, only ZIP-format should be used.

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

1. SF-1449
2. Section 1, Pricing
3. Section 5, Representations and Certifications
4. Additional information as required in Section 3.

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

Direct any questions regarding this solicitation by e-mail [KyivSolicitations@state.gov](mailto:KyivSolicitations@state.gov) during regular business hours. Deadline for acceptance of questions is 17:00 March 17, 2021.

Sincerely,

Raj Sriram  
Contracting Officer  
U.S. Embassy Kyiv