



U.S Embassy Ankara, Turkey
General Services Office
Ataturk Bulvari no:110 Kavaklidere
Ankara

March 5, 2021

SOLICITATION : 19TU15-21-Q-3007 New Embassy Compound (NEC) Moving Services
SUBJECT: Cover Letter

Dear Prospective Bidders:

The Embassy of the United States of America invites you to submit a quotation for providing moving services for the U.S. Embassy in Ankara. **A site visit and pre-proposal conference will be held on Wednesday, March 17 between 08:30 –14:00 hours.** The site visit will be conducted fully in English, all the participants must be fluent in English.

For security reasons and also to lessen the risk of spreading COVID-19, companies must adhere to the following requirements. The Embassy cannot consider a request to participate in the pre-proposal conference until all of the following items have been submitted until 10:00 on Monday, March 15, 2021.

- Companies wishing to participate in the pre-proposal conference may send only one (1) representative per company. The company must attach the security background check of this person with its request (from e-devlet). The company must also submit a HES code for the individual, valid through the date of the pre-proposal conference.
- Subcontracting is not allowed for this solicitation. Companies wishing to participate in the pre-proposal conference must submit their current moving company business license and the description of vehicles, to include capacity/size/weight limits of cargo area, and other equipment to be used for the transport of shipments.
- The company must also submit proof of financial stability, including proof that it has been operating successfully in Turkey for at least three (3) years. Forms of proof include financial statements, statements of assurance from a bank, etc.

Your quotation must be submitted in a sealed envelope marked "**NEC MOVING SERVICES, 19TU15-21-Q-3007**" to the U.S. Embassy Ankara, Gate#5 on Paris Street, GSO / Acquisition section, Attn: Contracting Officer before **16:00 hours. on April 2, 2021.** Also, quotations must be sent via email to Ankara-GSO-Procurement-DL@state.gov. No quotation will be accepted after this date and time.

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 and ensure compliance with FAR 52.229-11 is completed with IRS Form W-14 found at www.irs.gov/w14
4. Additional information as required in Section 3, Solicitation Provisions
5. NDAA 889 Compliance

Direct any questions regarding this solicitation to Ankara-GSO-Procurement-DL@state.gov by email, until **10:00 hours on March 19, 2021**.

Sincerely,

Matthew Ferry
Contracting Officer