



CONSULATE GENERAL OF THE  
UNITED STATES OF AMERICA  
MUMBAI, INDIA

C-49, G Block, Bandra-Kurla Complex  
Bandra (East), Mumbai 400 051

April 05, 2023

Dear prospective Offeror,

**SUBJECT: REQUEST FOR QUOTATION NUMBER PR11563283**

The U.S. Consulate General in Mumbai is seeking professional services to perform preventive maintenance services for our facility's standby generator systems.

The U.S. Government intends to award a Purchase Order to a responsible company submitting an acceptable quotation at a reasonable price. The RFQ does not commit the American Consulate General, Mumbai to make any award. The Consulate may cancel this RFQ or any part of it.

Your proposal must be submitted in two separate sealed envelopes as follows:

1. RFQ No. **PR11563283** FINANCIAL PROPOSAL: (Must have the Company Letter Head or Company Stamp/Seal including your quotation Reference Number.
2. RFQ No. **PR11563283** TECHNICAL PROPOSAL (Must not have your Letter Head or Company Stamp/Seal i.e., should be on plain paper). Your quotation Reference Number is required on this which matches the price proposal number.

Opening date: April 05, 2023

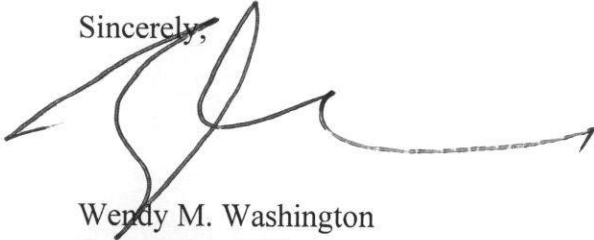
Closing date: April 20, 2023

This should be submitted on email on or before April 20<sup>th</sup> by COB 16.00 Indian Standard time. Addressed to The Contracting Officer, American Consulate General, Mumbai through [mumbaiprocurement@state.gov](mailto:mumbaiprocurement@state.gov).

The U.S. Government intends to award a purchase order to the responsible vendor submitting a technically acceptable quote with the lowest price, 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. Prior to contract award, the successful offeror(s) will be required to have a Unique Entity Identifier number and be registered in SAM [www.sam.gov](http://www.sam.gov).

Direct any questions regarding this solicitation to the Contracting Officer at [mumbaiprocurement@state.gov](mailto:mumbaiprocurement@state.gov) during regular business hours.

Sincerely,

A handwritten signature in black ink, appearing to be 'Wendy M. Washington', written over a horizontal line.

Wendy M. Washington  
Contracting Officer