



*Embassy of the United States of America*

Republic of Serbia  
Belgrade, June 23, 2026

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19RB1026Q0366

Enclosed is a Request for Quotes (RFQ) for food preparation services for U.S. Embassy Belgrade, Serbia. If you would like to submit a quote, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the following email address: [BLG-Procurement@state.gov](mailto:BLG-Procurement@state.gov)

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

The Embassy intends to conduct a pre-quotation conference at the site. The pre-proposal conference will be held on June 30, 2026, at 12:00, noon, (local time) at the US Embassy Belgrade, Bul.kneza A.Karadjordjevica 92, Belgrade. Prospective offerors/quoters should contact Sonja Vukojevic by June 29, 2026, noon for additional information or to arrange entry to the building.

Quotations are due by July 20, 2026, at 5:00 pm Belgrade local time. No quotations will be accepted after this time. Proposals must be in English and incomplete proposals will not be accepted.

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

1. SF-1449 Blocks 12, 17, 23, 24 and 30.
2. Section 1, II. Prices
3. Additional information as required in Section 3, Solicitation Provisions.
4. Proof of SAM Registration

Direct any questions regarding this solicitation in writing and in English exclusively. Email the questions to Sonja Vukojevic at [BLG-Procurement@state.gov](mailto:BLG-Procurement@state.gov) no later than close of business on July 8, 2026. Questions will not be accepted after this date. Answers will be posted on the Embassy web page where the solicitation is publicized. It is your responsibility to monitor the web page for any new information which may be posted until the solicitation response date.

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.

Sincerely,

A handwritten signature in blue ink, consisting of a series of loops and curves, positioned above the printed name.

Michael Warfield  
Contracting Officer

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