Date: June 24, 2026

Dear Prospective Offeror:

Subject: Request for Quotations number ***19MX57-26-Q-0004*** for ***Elevator Maintenance Services.***

Enclosed is a Request for Quotation (RFQ) for ***Elevator Maintenance Services***. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it via email to hermogsocontracts@state.gov

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer 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.

Quotations are due by **Friday July 31, 2026, before 12:00 hours**, local time.
No quotations will be accepted after this time. Proposals must be in English and incomplete proposals will not be accepted.

Your proposal must be submitted electronically to hermogsocontracts@state.gov

For a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Pricing
3. Section 3, Technical Proposal criteria
4. Section 5 Representations and Certifications
5. Proof of SAM Registration

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,

F. Chad Moore
Contracting Officer

Enclosure: RFQ 19MX57-26-Q-0004