U.S. Embassy Rome, Italy
GSO Procurement

Rome, June 23, 2026

Dear Prospective Offeror:

Subject: Request for Quotes 191T7026Q0025 - Cafeteria Boiler Replacement System

Enclosed is a Request for Quotes (RFQ) for the replacement of the boiler system at the cafeteria at the U.S. Embassy in Rome, Italy. If you would like to submit a quotation, follow the instructions in Section J of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form that follows this letter.

The Embassy intends to conduct a site visit on **July 1, 2026** at **10:00 a.m.**, and all prospective offerors are invited to attend.
Offerors interested in attending should e-mail the names all individuals who will participate to the site visit to the following e-mail address RomeGSOProcurement@state.gov no later than **June 29, 2026, at 17:00** to arrange access to the building. For additional information see Section J of the attached Request for Quotation (RFQ).

The U.S. Government intends to award a purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a purchase order based on initial proposals, 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 **July 27, 2026** at **12:00 (noon) local time.** No quotations will be accepted after this time. Quotations must be in English and incomplete quotations will not be accepted.

Your quotation must be submitted electronically to RomeGSO-Offers@state.gov.

Offer must not be larger than **25MB** in size, and may only contain files and attachments in MS Office, or Pdf, or zip formats. If too large, you may send your offer in separate e-mails.
Please do NOT send your offer via Cloud storage, DropBox, Google Drive, or other formats. They will not be received. Files in "**p7m**" format will not be accepted.
No Certified Mail (**PEC**) will be accepted.

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

1. SF-1442
2. Section A, Pricing
3. Attachment 2 – Bill of Quantities
4. Additional information as required in Section J
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. 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,

Richards, Cynthia (RichardsCS@state.gov)
06/23/2026 10:30 GMT

Cynthia S Richards
Contracting Officer

Enclosure:
As Stated