Rome, May 28, 2026

Dear Prospective Offeror:

Subject: Request for Quotation for Replacement of Server Rooms A/C for Solicitation Number 191T7026Q0022.

Enclosed is a Request for Quotation (RFQ) for the replacement of A/C systems in server rooms located within the U.S. Embassy compound in Rome. If you would like to submit 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 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 proposals, 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 followed by a site survey. The pre-quotation conference will be held on **June 04, 2026, at 11:00 a.m**. (local time) at the U.S. Embassy in Rome in via Sallustiana, 49.
Prospective offerors should e-mail to RomeGSOProcurement@state.gov by **June 03, 2026, at 12:00 noon (local time)** for additional information or to arrange entry to the building.

Quotations must be submitted electronically to RomeGSO-Offers@state.gov by **June 30, 2026, at 12:00 noon (local time)**. No quotation will be accepted after this time. Quotations must be in English and incomplete proposals will not be accepted.

It is important to make sure the submission is made in specific size and format; in MS-Word 2007/2010 or MS-Excel 2007/2010 or Adobe Acrobat (pdf) file format. The file size must not exceed 25MB if the file size should exceed the 25MB, the submission must be made in separate files and attached to separate emails with less than 25MB.

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

1. SF-1442
2. Section A, Pricing
3. Attachment 1, 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,

Sheridan, Crystal (SheridanCD@state.gov)
05/28/2026 10:37 GMT

Crystal D. Sheridan
Contracting Officer

Enclosure: