Embassy of the United States of America
Amman, Jordan

June 23, 2026

To: Prospective Offerors

Subject: Request for Quotation Number 19J01026Q0008

Enclosed is a Request for Quotation (RFQ) for Catering Services at the U.S Embassy Amman – Jordan. 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 to the email address shown on the Standard Form 1442 (Box 8) that follows this letter.

Quotations are due by **July 16, 2026 at 16:30 PM** (Amman Time GMT+3)**. Quotations MUST be submitted by email to** AmmanRFQ@state.gov. Offers sent to any other address or addressed to specific individuals will NOT be considered.

Offers MUST be in the following format to be considered acceptable:

- Email subject line to include [Company/Offeror Name] and RFQ 19J01026Q0008.
- Attach all documents to the e-mail (Microsoft Word or PDF). We will not accept offers that include links, unsolicited offers, or hard copies.
- All technical quotations must be on white paper without company logos, watermarks, letterhead or any information that identifies the company.
- Offers submitted after the deadline or to the incorrect email address will not be considered.

In addition to the Technical Proposal, offers must include the following for the package to be considered complete:

- SF-1449
- **Section 1**, Pricing Schedule.
- **Section 4**, Evaluation Factors (Additional information as required).
- **Section 5**, Representations and Certifications.
- Proof of Active SA M Registration

Contract award
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.

The contractor shall attend a mandatory site visit where the layout of the event will be explained, and any questions will be addressed. The site visit will be held at the U.S. Embassy on Wednesday July 07, 2026, at 11:00 AM. Attendance is strongly encouraged, as the Embassy has specific planning, setup, and food presentation requirements. Offerors must register for the site visit by

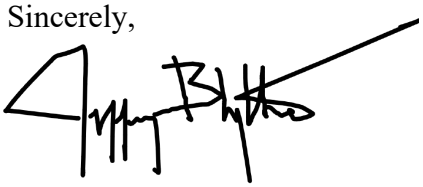
submitting the names of all attendees to ammanRFQquestions@state.gov no later than July 05, 2026, at 3:00 PM local time.

Offerors are required to submit all questions in writing to AmmanRFQquestions@state.gov by July 07, 2026 at 4:30 PM local time. The questions and the Government's answers will be publicly available on the Embassy website.

The U.S. Embassy is prohibited from procuring goods or services from any firms that are not registered in the System for Award Management (SAM). SAM is an integrated procurement database and serves as a single point of entry for vendors seeking to do business with the U.S. Government.

If your company is selected to be awarded the contract, you will be required to complete the attached NDAA and Certification Regarding Compliance with Applicable Federal Anti-Discrimination Law.

Sincerely,



Jeffery Blythe
Contracting Officer