Riga, Latvia

June 2, 2026

To: Prospective Offerors

Subject: Request for Quote number MPR0604517

Enclosed is a Request for Quote (RFQ) for the acquisition of one eight seated minivan for the Embassy of the United States of America, Riga, Latvia.

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 quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Your quotation must be submitted electronically to Riga-ProcurementSection@state.gov. 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 30MB. If the file size should exceed 30MB, the submission must be made in separate files and attached to separate emails with less than 30MB each.

Quotations are due on or before 14:00 on June 30, 2026.

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

1. SF-18
2. Section I, Pricing
3. Section 5, Representations and Certifications
4. Additional information as required in Section 3
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 the 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,

Christine Lyons
Contracting Officer

Enclosed:

- RFQ MPR0604517