Embassy of the United States of America
Amman, Jordan

Regional Support Unit

Dear Prospective Offeror:

Subject: Request for Quotations number 19RC1126Q0004 Media Monitoring Service for Damascus.

Enclosed is a Request for Quotations (RFQ) for Media monitoring services for American Embassy Damascus Syria. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation document, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions. Even though we do not intend to hold discussions with offerors, the government reserves the right to hold discussions if we determine there is a need to do so.

Quotations are due by July. 28, 2026, at 16:00 Amman-Jordan local time. No quotations will be accepted after this time. Proposals must be in English, and the currency of the quoted prices should be US dollar, incomplete proposals will not be accepted.

Your quotation must be submitted electronically to
RSU-AMMAN-PROCUREMENT@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 30 MB, the submission must be made in separate files and attached to separate emails with less than 30 MB each.

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

1. SF-1449
2. Section 1, The Schedule II.Pricing
3. Section 5 Representations and Certifications
4. Additional information as required in Section 3 Solicitation Provisions.
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.

Any questions related to the subject solicitation can be sent to rsu-amman-procurement@state.gov not later than July. 08, 2026, Quotations are due by July.28, 2026 at 16:00pm Amman-Jordan local time.

Sincerely,

Gregory Elrod
Contracting Officer