CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA
Hong Kong

August 11, 2026
GSO/Procurement

To: Prospective Quoters

Subject: Request for Quotation number 19HK3026Q0020
Elevator Maintenance Services at 26 Garden Road, Hong Kong

Enclosed is a Request for Quotations (RFQ) for Routine Elevator Maintenance at 26 Garden Road, Hong Kong If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

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, although we may hold discussions with companies in the competitive range if there is a need to do so.

In conjunction with the RFQ, there will be a site visit on **August 20, 2026 at 10pm (local date and time)** to go through the details of the requirements to interested potential bidders. If your firm would be interested in sending a representative to attend the site visit, please send e-mail with the full name of each attendee to e-mail: hkprocurementbids@state.gov no later than 12:00 noon on, August 18, 2026, (local date and time) to arrange entry to the building.

Quotations are due by **September 21, 2026 17:00 hrs** (local date and time). No quotations will be accepted after this time. Proposals must be in English and incomplete proposals will not be accepted. Your quotation must be submitted electronically to hkprocurementbids@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 the 30MB, the submission must be made in separate files and attached to separate emails with less than 30MB each.

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

1. SF-1449
2. Section 1 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 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,

Monica Edwards

Monica Edwards
Contracting Officer