Embassy of the United States of America
Abu Dhabi, United Arab Emirates

June 10, 2026

Dear Prospective Quoter:

Subject: Request for Quotations number 19TC1026Q0003

Enclosed is a Request for Quotations (RFQ) for travel management services. 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 order to the responsible company submitting an acceptable bid 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 Embassy intends to conduct a pre-quotation conference at the site. The pre-quotation conference will be held on June 30, 2026 at 09:30 am (local time) at the U.S. Embassy Abu Dhabi. To attend, please complete the attached Site Visit Registration Form and submit it by June 26, 2026, at 09:30 am to AbuDhabiContracts@state.gov, with a copy to JohnJM@state.gov. Use the subject line: "Site Visit Registration Form – Solicitation No. 19TC1026Q0003." The last date and time to email Questions is the day before the pre-quotation conference which is 4pm on June 29, 2026. No questions will be entertained after this date/time.

Quotations must be submitted in English by July 9, 2026, at 4:00 pm (local time). Late or incomplete quotations will not be considered. Submit your quotation electronically to AbuDhabiContracts@state.gov, with a copy to JohnJM@state.gov, using the subject line: "Quotation Enclosed – Solicitation No. 19TC1026Q0003." All documents must be in PDF, and the total file size must not exceed 10MB. If your submission exceeds this limit, send separate files in multiple emails, each under 10MB.

To be given consideration for award, your quotation must also include the following completed documents:

1. SF-1449
2. Section 1, Pricing
3. Section 5 Representations and Certifications
4. Additional information as required in Section 3
6. Proof of SAM Registration

Notwithstanding FAR 4.203-1(b)(5)(ii), the Contracting Officer has determined that it is in the best interest of the U.S. Government that qualified offerors interested in submitting a quotation are registered and have an active account in the SAM (System for Award Management) database at https://www.sam.gov at the time of submitting a quotation.

Thank you for your interest in this opportunity. We look forward to receiving your quotation.

Sincerely,

----*signed*----
Gregroy Stoneberg
Contracting Officer

Attachments:

- Solicitation (Request for Quotation)
- Site Visit Registration Form
- Document Submission Checklist