



Foreign, Commonwealth  
& Development Office

United Kingdom  
Mission to the  
United Nations

One Dag Hammarskjöld Plaza  
885 Second Avenue  
New York, NY 10017

Tel: 212-518-6877  
Email: mehdi.jamil@fcdo.gov.uk

Date: Wednesday, February 24, 2021

Dear Sir or Madam,

1. On behalf of the United Kingdom Mission to the United Nations, I am requesting a quote from you for the preventative maintenance of the security systems and access control at the UK Mission offices in New York City. Further details on the requirement are set out in the attached Specification/Terms of Reference.
2. Please include in your reply a nominated point of contact with telephone, e-mail and postal address details.
3. The proposed contract will commence on **Tuesday, June 1<sup>st</sup> 2021** and end on **Tuesday May 31<sup>st</sup> 2022**, with an option to extend the contract for an additional 3 years.
4. The FCDO will make payment in arrears. A Purchase Order number for this requirement will be provided.
5. Your quote should remain valid for 60 days from the required date of receipt and all costs should be stated in US dollars. Your quotation should be inclusive of all costs.
6. Your quote must be received by EOD on Wednesday, March 17<sup>th</sup> 2021. It should constitute one copy in Excel format and one in Adobe Acrobat (.pdf) format. The .pdf file will be the master copy of your quotation.
7. Send your response to [mehdi.jamil@fcdo.gov.uk](mailto:mehdi.jamil@fcdo.gov.uk) and use the title: RFQ Response UKMIS-BCG\_RFQ\_110121
8. If you have any questions, please contact Mehdi Jamil at [mehdi.jamil@fcdo.gov.uk](mailto:mehdi.jamil@fcdo.gov.uk). Answers will be shared with all bidders. Use the title: RFQ QUESTION UKMIS-BCG\_RFQ\_110121

9. Should your quote be accepted, this request, the attached Specification, and your response will form a legally binding contract between you and the FCDO under the terms and conditions set out in the associated Purchase Order.
10. This Request for a Quote does not imply any commitment on the part of the FCDO.

Yours faithfully

Mehdi Jamil  
Housing Manager