How to Bid on U.S. Contracts

An Easy Step by Step Guide through the US Government Solicitation Process
Bidding on U.S. contracts is easy. Follow our simple instructions and you’ll be on your way!
Step One:

- Check Solicitation Announcements on:

http://egypt.usembassy.gov/contracts.html
Step Two: Obtain Solicitation Package

- After being contacted by the U.S. Embassy or after responding to an alert on the Embassy or consulate website, you will receive an electronic package of forms via e-mail that will contain all the specifications of the project.

- The following items will be attached with your e-mail:
  - Cover Letter
  - Statement of Work
  - Standard Form 1442
Explanation of Forms

- The package you will receive from the U.S. Embassy Procurement Office will contain:
  
  - A **cover letter** with the points of contact and phone numbers to arrange a site visit plus the submission/due date for all bids.
  
  - The **statement of work** which will describe the actual work required in detail with specifications and drawings (if applicable).
  
  - On the **Standard Form 1442** you will place the name of your company and the total amount of your bid. This form includes the timeline the work is expected to be completed.
Step 3: Fill out Standard Form 1442

- The Standard Form 1442 needs the entry of total bid plus address, date and signature.

- Fill out sections 14 –20c. That’s it!

Example of Standard Form 1442
Finishing up

- Send the addressed cover sheet provided, with the contact details listed in the cover letter, date for submission and unique quotation number attached to your envelope for submission of the bid.
Finishing Up continued

• In all cases when work is carried out on our premises, an Application for Security Clearance will always be required for any individual that is not already cleared by our Regional Security Office. While this form is not necessary for the submission package, it will however be required once the bid is awarded.

• Return the forms with quotations and points of contact for questions about the bid process or the technical aspects of the work required.
Points of Contact

• **Procurement:** Contact the contract specialist on the bottom of Letter of Request for Proposals if you have any questions.