



*Embassy of the United States of America*

General Services Office  
33 Nine Elms Lane  
London  
SW11 7US

November 17, 2021

**Subject: Hotel accommodation in the United Kingdom**

The American Embassy London has a requirement on an ongoing basis for hotel rooms throughout the United Kingdom.

Hotels are required in the three, four and five star categories.

Lodging rooms in both star categories must include:

- A private bathroom
- Heating
- Internet availability
- An internal telephone
- 24 hour room service

Hotels must be FEMA certified and ADA compliant

Air conditioning in the bedrooms and on-site leisure facilities such as a gym and a pool are desirable, but not essential.

Hotels able to offer such facilities should contact GSO Procurement at the following email address [londonproc@state.gov](mailto:londonproc@state.gov) with details of their property/properties, the facilities offered, including conferencing facilities and a sample schedule of rates. The property will then be assessed as to its suitability for Government requirements. If deemed suitable, the property may be contacted for specific quotes in the future as the need for hotel rooms arises.

Is compulsory for all companies doing business with the U.S. Government valued over \$30,000 to register on a website called "SAM – System for Award Management". [www.sam.gov](http://www.sam.gov) The website compiles standard information such as company legal name, street address, contact information, and what kind of goods and services it offers. To register in SAM, a DUNS number and a NCAGE code are required. If you do not have this information, one has to be obtained before registering. There is no cost involved, neither in obtaining the numbers, nor registering in SAM. Interested parties are strongly encouraged to register their business as soon as possible to avoid any delay in making an award to the successful bidder.

Posted November 17, 2021 until December 20, 2021.