



CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA
220 Anna Salai, Chennai 600 006

Date: August 26, 2013

Dear Prospective Offeror:

SUBJECT: Solicitation Number: S-IN60013Q0003

The Consulate of the United States of America invites you to submit a proposal for **PACKING, SHIPPING, FORWARDING, AND STORAGE SERVICES.**

The Consulate intends to conduct a pre-proposal conference, and all prospective offerors who have received a solicitation package are invited to attend. See Section L of the attached Request for Proposals (RFP).

Please schedule to visit for pre-proposal discussion at the Consulate on September 10, 2013 at 11 am to discuss the contract requirement. The names of the persons attending the discussion should be submitted by September 09, 2013. Each of them should also bring along a photo identity card issued by Government of India in original to facilitate entry into the building.

Your proposal must be submitted in a sealed envelope marked "Proposal enclosed" to Contracting Officer on or before 1100 hrs September 20, 2013. No proposal will be accepted after this time.

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

1. SF-33
2. Section B, Pricing Schedule
3. Section B, Retention Amounts in B.3 and B.7
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to Benjamin Rogus at RogusBO@state.gov with cc to fyazhx@state.gov or telephone 044 2857 4000/4427 during regular business hours.

Please note: proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation may be deemed technically unacceptable.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,


Benjamin O. Rogus
Contracting Officer

Enclosure: Contract document (81 pages)