*Embassy of the United States of America*
**Sana'a, Yemen**

# COVER LETTER

June 29th, 2013

To All Prospective Offerors:

Enclosed is an Invitation to Tender for a licensing agreement for Operation of Cafeteria Services at American Embassy ***Sana'a, Yemen***. Enclosure 1 consists of the proposed Licensing Agreement, which would be executed between the Embassy and the selected operator. That Agreement consists of the main document, plus three exhibits:

Exhibit A - Performance Required Under the Licensing Agreement
Exhibit B - Licensor-Furnished Property
Exhibit C - Holiday Schedule

Enclosure 2 contains instructions for tender preparation as well as the methodology to be used by the Embassy in evaluation of tenders and for award of the Licensing Agreement.

Tender Submission and Due Date

All tenders must be submitted to the following address:

***US Embassy Sana'a***
***Sa'awan Street***
**Himyar Zone**
**Sana'a Republic of Yemen**

ALL TENDERS MUST BE RECEIVED BY THE AMERICAN. EMBASSY NOT LATER THAN ***June 20th, 2013 at 16:00 p.m.*** TENDERS RECEIVED AFTER THIS DATE AND TIME WILL BE REJECTED WITHOUT FURTHER CONSIDERATION.

Points of Contact

Direct all questions regarding this Invitation for Tenders to the following individual:

**Miss. Ratzlaff, Carolyn**
**Tell# +967-755-2000**
**Email 1: SanaaProcBid@state.gov**
**Email 2: RatzlaffCJ@state.gov**

There will be a site visit and a conference that will allow interested parties the opportunity to pose any questions they may have concerning the Invitation for Tenders and to view the site where the services are to be provided. This visit and conference will be held on ***Wednesday, June 12th, 2013 at 10:00 a.m. in the American Embassy Sana'a, Yemen.*** Please notify the above individual if anyone from your firm wishes to attend. Then, ***please make sure they fill out the Registration Form and submit it to*** **SanaaProcBid@state.gov** ***by COB, June 09th, 2013 or by calling Mr. Mazen AL-Kadi or Mr. Maged Al-Harethi at 737-892-643/ 737-892-638 before or by COB, June 09th, 2013***. Questions regarding this Invitation for Tender should be submitted in writing at least two days before the scheduled date of the conference and site visit.

Thank you for your interest in this action.

Sincerely,

***Carolyn Ratzlaff***
Licensing Officer