AMERICAN CONSULATE GENERAL
Regional Procurement Support Office
Giessener Strasse 30
60435 Frankfurt
Germany

Tel. 069-7535-3345
Email:Godeckih@state.gov
and: FrankfurtRPSO@state.gov

February 2, 2016

Subject: Solicitation No.: Request for Proposal (RFP)
SGE500-16-R-0010 – Develop Databases and Training Services

Dear Ladies and Gentlemen:

The Regional Procurement Support Office (RPSO) would like to invite your company to submit a proposal for the Development of Databases and Training Services for the Financial Management System of the Afghan Ministry of Counter Narcotics (MCN). This solicitation will result in a firm-fixed price contract for 12 months. The Government reserves the right to cancel this solicitation in part or in full, as necessary.

The complete solicitation package has been posted on FedBizOpps. Use of the specifications for purposes other than submitting a proposal under this solicitation is prohibited. All literature and discussions pertaining to this project will be in the English language. If you intend to submit an Offer, you should thoroughly examine all documents contained in the solicitation package.

Questions shall be submitted as soon as possible and no later than six (6) calendar days before the deadline for submission of offers. Any questions you may have concerning the solicitation document should be submitted in writing via email to Hannelore Godecki: GodeckiH@state.gov so that a response may be provided prior to the solicitation closing date.

In order to facilitate communications, it is strongly recommended that you simultaneously transmit your questions to: FrankfurtRPSO@state.gov .

The original Offer shall be submitted per hand-delivery or via postal courier services, in a sealed envelope marked "OFFER – SGE500-16-R-0010" **on or before March 7, 2016, no later than 15:00 hours Central European Time (CET) at:**

American Consulate General
Regional Procurement Support Office
Attention: Hannelore Godecki
Giessener Strasse 30
60435 Frankfurt
Germany

No offer will be accepted after this time. It is requested that a copy of the Offer be emailed simultaneously to the following email-address: GodeckiH@state.gov – Subject: "OFFER – SGE500-16-R-0010"

The Offer shall consist of the following sections to be completed and/or the requirements thereof, fulfilled, as follows:

1. Standard Form SF1449
2. Completed Section B - Contract Pricing in accordance with Description/Specifications/Statement of Work as provided in Section C
3. Section K and Section L – Please fulfill the requirements in accordance with the listed elements to determine acceptability of offers.
4. Section M – Please fulfill and complete as required.

Interested parties are strongly encouraged to provide an e-mail address in order to facilitate communication.

Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing their proposal accordingly. Further, each offeror is responsible for furnishing complete information to its subcontractors and suppliers. Subcontractors and suppliers shall not be referred to the U. S. Government concerning the requirement.

The Contracting Officer reserves the right to reject any and all proposals that deviate significantly from the instructions in Section L and to waive any information or minor irregularities in proposals received. In addition, the Contracting Officer reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding a contract, or to award the contract based upon initial proposals received without holding discussions.

Thank you for your interest in this U.S. Government Procurement project.

Sincerely,

[*original signed*]

David A. Cubitt
Contract Officer