



Embassy of the United States of America

Manama, Kingdom of Bahrain
P.O. Box 26431

August 1, 2016

Dear Prospective Offeror:

SUBJECT: Solicitation Number STC10016R0010 Employee Health Insurance Service

The Embassy of the United States of America invites you to submit a proposal for customized Health Insurance for Locally Engaged staff at U.S. Embassy, Manama.

The Embassy 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).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to Jason J. Beck, Contracting Officer, U.S. Embassy, Manama, Kingdom of Bahrain on or before 4:00pm on August 31, 2016. No proposal will be accepted after this time.

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

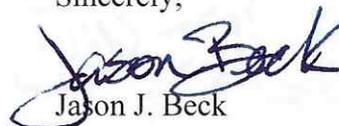
1. SF-33
2. Section B, Pricing Schedule
3. Section B, Retention Amounts in B.3 and B.7
4. Section K, Representations and Certifications;
5. Additional information as required in Section L.

Direct any questions regarding this solicitation to ManamaProcurement@state.gov by letter or by telephone 973 1724 2724 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,


Jason J. Beck

Contracting Office

