

U.S. Embassy Bangui

5 May, 2015

To: Prospective Offerors

Subject: Solicitation number S002

Enclosed is a Request for Proposals (RFP) for Janitorial Services. If you would like to submit a proposal, follow the instructions in Section L of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 33 that follows this letter.

The U.S. Embassy intends to conduct a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. See Section L.5 of the solicitation for instructions, date and 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

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.

A viewing of properties to be services will be held on 13 May. Proposals are due at the US Embassy by 22 May at 1700.

Sincerely,

Jason F. Brown  
Contracting Officer Embassy Bangui

Enclosure