



August 17, 2012

Contracting Officer
US Embassy - Ouagadougou

Dear Prospective Offeror:

SUBJECT: Solicitation Number SUV70012R0006

The Embassy of the United States of America invites you to submit a proposal for customized health insurance coverage for locally hired employees of the mission.

The Embassy intends to conduct a pre-proposal conference on August 28, 2012, and all prospective offerors who have received a solicitation package are invited to attend. Offerors interested in attendance should contact the following individuals with a maximum of two attendees' names no later than August 27, 2012 at 12:00: Marcel COMPAORE or Yacouba OUEDRAOGO at 50 49 53 00. See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the Contracting Officer, American Embassy Ouagadougou, Avenue Sembene Ousmane, Rue 15.873, Ouagadougou on or before **September 17, 2012**, no later than **4:00PM**. No proposal will be accepted after this time.

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

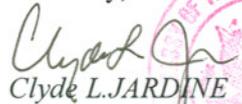
1. SF-33
2. Section B, Pricing Schedule
3. Section B, Retention Amounts in B.3 and B.7
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to COMPAORE T. Marcel by letter, e-mail to OugProcurementList@state.gov or by telephone 50 49 53 00 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,


Clyde L. JARDINE
Contracting Officer

