

Bogota D.C.
May 10, 2013



Commissary
Post Employee Services
American Embassy-Bogotá

To All Prospective Offerors:

Enclosed is an Invitation to tender for a Concessionaire Agreement with the Post Employee Services (PES) for the Operation of the Beauty Salon Services at the premises of the American Embassy-Bogota. Enclosure 1 contains instructions for tender preparation as well as the methodology to be used by the Post Employee Services in evaluation of tenders and for award of the Concessionaire Agreement. Enclosure 2 consists of the proposed Concessionaire Agreement, which would be executed between the Post Employee Services (PES) and the selected operator. That Agreement consists of the main document, plus three exhibits:

Exhibit A - Concessionaire Agreement Fee
Exhibit B - Licensor-Furnished Property
Exhibit C - Holiday Schedule

Note that only people with access to Embassy premises can have access to the Beauty salon services.

Tender Submission and Due Date

All tenders must be submitted to the following address:

Dean Peterson – Post Employee Services Board of Directors Licensing Officer
Attention: Martha Fernandez, Post Employee Services, Manager
United States Embassy Bogota
Carrera 45, No. 24B-27
Bogota DC, Colombia

All tenders must be received by the Post Employee Services - American Embassy-Bogota **not later than 4:00 p.m. June 12, 2013.** 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:
Martha Fernandez, PES Manager at telephone 275-2109 and email fernandez-cokem@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 **Thursday, May 30, 2013 at 10:00 a.m.** at the U.S. Embassy Bogota. Please notify the above individual if anyone from your firm wishes to attend. Questions regarding this Invitation for Tender should be submitted in writing at least **four** days before the scheduled date of the conference and site visit. At the conference the Board of Directors of the PES will answer all questions to all the parties in attendance.

For your information the following are the key dates for this bidding process:

- 1) Letter date: **May 10**, 2013.
- 2) Conference for site visit date: **May 30**, 2013.
- 3) Submission date: **June 12**, 2013.
- 4) Decision date: **June 19**, 2013.
- 5) Start date: **November 1**, 2013.

Thank you for your interest in this action.

Sincerely,

Dean Peterson
PES Board of Directors President