



Embassy of the United States of America
Bogotá, D.C., Colombia
GSO/Contracting Unit

March 17, 2014

Dear Prospective Offeror:

SUBJECT: Solicitation Number **S-CO200-14-R-0004**

The Embassy of the United States of America invites you to submit a proposal for vehicle insurance services located in the U.S. Embassy – Bogota, Carrera 45 No. 24B-27.

The Embassy intends to conduct a pre-proposal conference at the site, **March 25, 2014 at 1030 hours, local time, at Carrera 45 No. 24B-27**, and all prospective offerors who have received a solicitation package will be 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 the U.S. Embassy – Bogotá, Attention: Carolyn A. Hightower, General Services Office – GSO, Carrera 45 No. 24B-27, on or before 1600 hours, local time on April 22, 2014. No proposal will be accepted after this time. If you are hand delivering your proposal, do not leave it with the local guards at the gate of the Embassy compound. Please call Hernando Castillo at extension 2291 or Edwin Agudelo at extension 2479, and they will receive your submission at the gate. At this time, electronic submissions will not be accepted.**

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 K, Representations and Certifications;
4. Additional information as required in Section L.

The contract performance periods are specified in Section F of the solicitation.

Direct any questions regarding this solicitation to Carolyn A. Hightower or Hernando Castillo by letter or by telephone 571-275-2238/2291 during regular business hours.

Sincerely,



Carolyn A. Hightower
Contracting Officer
U.S. Embassy – Bogota