

**Santo Domingo, DN
June 9, 2010**

Prospective Offerors

Dear Prospective Offeror:

SUBJECT: Solicitation Number SANTO-COUR-2010, Passport & Documents Delivery Services

The Embassy of the United States of America in Santo Domingo invites you to submit a proposal for customized Passport & Documents Delivery Services for our Consular Section.

A copy of the solicitation package can be found in the following address:

http://santodomingo.usembassy.gov/contracts_for_bids.html

The Embassy will conduct a pre-proposal conference, on Tuesday, June 22, 2010 at 2:30 PM, at the conference room of the Consular Section located at the corners of Ave. Máximo Gómez and Cesar N. Penson. All prospective offerors are invited to attend. It is required to confirm your attendance via email 48 hours in advance to sdoprocr@state.gov, providing the names and cédulas of the attendees.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the **GSO Office, Calle Pedro A. Lluberes #12, Gazcue, Santo Domingo, DN**, on or before **4:00 PM on Tuesday, July 13, 2010**. 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. Signature of offer in the cover page
2. Section 1.C, Fee/Price List for the base and options years
3. Offer shall be submitted in accordance with Section 5 of RFP

Direct any questions regarding this solicitation to **William T. Adkins via email to: sdoprocr@state.gov, or by fax to: (809) 731-4314**, during regular business hours.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer. 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,

William T. Adkins
Contracting Officer