Embassy of the United States

Avigiras E12-170 y Eloy Alfaro

Quito, Ecuador

P.O. Box 17-17-1538

To Interested Parties:

May 17, 2012

Dear Prospective Offeror:

SUBJECT: Solicitation Number **SEC750-12-R-0001, Health and Life Insurance for Locally Employed Staff**

The Embassy of the United States of America invites you to submit a proposal for customized health and life insurance for locally employed staff and local retirees of the Embassy of the United States.

The Embassy intends to conduct a pre-proposal conference on June 8th, at 1000 hrs in the Embassy, and all prospective offerors who have received a solicitation package are 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 Contracting Officer, Mr. Ramon Best, on or before June 18th, at 1600 hrs. 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 Ramon Best, 593-2398-5106, or email bestre@state.gov or Jose Balseca, 593-2398-5284, or email balsecajj@state.gov or by letter or 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,

Ramon E. Best
Contracting Officer