



*General Services Office of the
Embassy of the United States of America
Libreville, Gabon*

December 6, 2013

Subject: Solicitation Number SGB50014R0001

Dear Prospective Offeror:

The Embassy of the United States of America invites you to submit a proposal for customized health insurance coverage for locally-employed staff at the U.S. Mission in Gabon.

The Embassy intends to conduct a pre-proposal conference, 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 on or before 5:00 p.m. local time on Monday, January 6, 2014. No proposal will be accepted after this time.

The preferred means of submission is via electronic mail to: AgnerMK@state.gov. Alternatively, you may submit your proposal in a sealed envelope marked "Proposal Enclosed" to:

U.S. Embassy Libreville
Contracting Officer
BP 4000
Libreville Gabon

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.

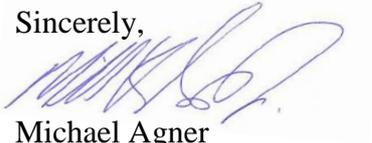
Direct any questions regarding this solicitation to Michael Agner, Contracting Officer by telephone at +241 01-45 72 28 or +1 (301) 985-8646 ext. 7228 during regular business hours. You may send an electronic mail to AgnerMK@state.gov.

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.

Health insurance services are currently provided to the Embassy under Contract # SGB50009C0132 by Ascoma Gabon, 90 Rue Ange Mba, B.P. 2138, Libreville, Gabon.

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,

A handwritten signature in blue ink, appearing to read 'Michael Agner', is written over a light blue rectangular background.

Michael Agner
Contracting Officer