



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

November 27, 2013

Subject: Solicitation Number SGB50014Q0006

Dear Prospective Offeror:

The Embassy of the United States of America invites you to submit a proposal for elevator maintenance service for its Chancery compound in Sabliere.

The Embassy intends to conduct a site visit, and all prospective offerors who have received a solicitation package are invited to attend. The site visit will be held on Wednesday, December 4, 2013 at 9:00 a.m. at the Embassy Chancery building in the District of Sabliere. Please contact Mireille Mputu at +241 01-45 72 30 for additional information or to arrange entry to the building.

Your proposal must be submitted on or before 5:00 p.m. local time on Friday, December 13, 2013. 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-1449 (page 1)
2. Section 1 – The Schedule, Subsection 2.0 – Pricing (page 3-4)

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.

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 gray rectangular background.

Michael Agner
Contracting Officer