



P.O. Box 194
Accra, Ghana

November 30, 2015

Dear Prospective Offeror:

SUBJECT: Solicitation Number SGH10016R0001 Health Insurance Services

The Embassy of the United States of America invites you to submit a proposal for customized Health Insurance Services for the U.S. Embassy Employees and family members.

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 in a sealed envelope marked "Proposal Enclosed" to ***The Contracting Officer Mr. Benjamin Bandoh*** on or before ***January 18, 2016 by 4:00pm prompt.*** 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 **ACCRAAGSOBIDS@STATE.GOV** or by letter or by telephone ***0302 741481*** 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.

The successful offeror(s) will be required to have a DUNS number and be registered in SAM/CCR through the following sites: DUNS – www.dnb.com and SAM/CCR www.sam.gov .

Sincerely,



Benjamin Bandoh
Contracting Officer