

PRESOLICITATION NOTICE: Diplomatic Post Office Mail Delivery Services.

PURPOSE

This is a U.S. Embassy Athens Pre-Solicitation Notice only. Contractors are requested to read the below requirements. No responses are requested by this notice. The U.S. Embassy Athens issues this notice with the intent of giving an opportunity to all interested parties to appropriately prepare for the anticipated Request for Quotations (RFQ).

This is not a request for quotation; this is for pre-solicitation / informational purposes only. No award will be made on the basis of responses received to this notice.

BACKGROUND

The U.S. Embassy Athens has a requirement for **Diplomatic Post Office (DPO) Mail delivery service providers.**

PROPOSED CONTRACT ACTION

The Contractor shall provide services as described herein to meet the mission requirements of the U.S. Embassy Athens.

Accordingly, the U.S. Embassy Athens plans the issuance of the following solicitation (RFQ):

1. RFQ Title: DPO Mail Delivery Services.
2. RFQ issuance date: In early March 2013.
3. RFQ issuance method: The solicitation will be posted on the Embassy website at <http://athens.usembassy.gov>, under the "Business Opportunities" section. The awardee will be required to speak, write and comprehend English.
4. RFQ response date: In early April 2014.
5. Award date: In April 2014.
6. Award procedures: Contract will be awarded to the responsible company submitting an acceptable quotation at the lowest price.
7. Duration of contract period: One (1) year.