



*Embassy of the United States of America  
Baghdad, Republic of Iraq*

April 18, 2012

To: Prospective Offerors

Subject: Solicitation number SIZ100-12-R-1008 for Transportation Services for the U.S. Embassy Baghdad in Iraq.

The Embassy of the United States of America invites you to submit a proposal for transportation and shipping services to perform countrywide in Iraq and outside Iraq.

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

If you intend to submit a proposal, follow the instructions in Section L of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 33 that follows this letter.

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.6 of the solicitation for instructions, date and time.

Your proposal must be submitted electronically by email with the subject line "**Proposal SIZ100-12-R-1008 Enclosed**" to [BaghdadGSOProcBid@state.gov](mailto:BaghdadGSOProcBid@state.gov) on or before 12:00 noon (Baghdad Time) **on May 20<sup>th</sup>, 2012**. You may also elect to submit your proposal in hard copy marked for the attention of the "**Contracting Officer – Proposal SIZ100-11-R-1008 Enclosed**", which may be delivered to the Embassy Red CAC on Al Kindi Street between 0800 and 1500 on regular business days. No proposal will be accepted after the cut-off date and time.

Complete the OFFER portion of the Standard Form 33, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal

accordingly.

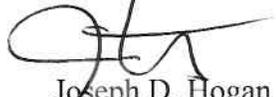
Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities specified on the requirements

Offerors that cannot supply all services required are encouraged to submit offers for those services that they can provide.

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.

Direct any questions regarding this solicitation to [BaghdadGSOProcurement@state.gov](mailto:BaghdadGSOProcurement@state.gov).

Sincerely,



Joseph D. Hogan  
Contracting Officer

Enclosure: SIZ100-12-R-1008