



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

November 22, 2011

To: Prospective Offerors

Subject: Solicitation number S-IZ100-12-R-0006 for janitorial services for the U.S. Diplomatic Presence Building (DPO) and other locations in Kirkuk for the U.S. Embassy, Baghdad, Iraq.

Enclosed is a Request for Proposals (RFP) for janitorial services for the DPO and other locations in Kirkuk, Iraq. If you would like to submit a proposal, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

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.

Proposals should be submitted in electronic form by email to BaghdadGSOProcBid@state.gov only. **Proposals submitted to any other address will not be considered.** Proposals are due by 12:00 noon on December 18, 2011.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Hogan".

Joseph D Hogan
Contracting Officer

Enclosure: S-IZ100-12-R-0006