

Amman, Jordan
March 15, 2012

To: Prospective Offeror:

SUBJECT: Solicitation Number: S-JO100-12-R-0002

Enclosed is a Request for Proposal (RFP) for Travel Management Services. 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 proposal at the lowest price. We intend to award a contract based on initial proposal, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Proposals are due by Monday, April 16, 2012 at 16:00 local time.

The Embassy intends to conduct a pre-proposal conference, and all prospective offerors who have received a solicitation package will be invited to attend. See Section 3 of the attached Request for Proposals (RFP).

Direct any questions regarding this solicitation to Mahmoud Itani by letter or by telephone (06) 590-6133 during regular business hours.

Sincerely,

Matthew S. Ferry
Contracting Officer