



**EMBASSY OF THE
UNITED STATES OF AMERICA
P.O. BOX 606 -00621, VILLAGE MARKET
NAIROBI, KENYA**

December 10, 2014

Dear Prospective Offeror:

SUBJECT: Solicitation Number SKE50015R0001

The Embassy of the United States of America invites you to submit a proposal for Taxi services

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).

Submit your proposal in a sealed envelope marked "Proposal Enclosed" to the Contracting Officer, American Embassy, United Nation Avenue, Gigiri, and P.O Box 606- 00621 on or before 11am on January 09, 2015. No proposal will be accepted after this time.

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

1. SF-33;
2. Section B;
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

The contract completion date is specified in Section F of the solicitation.

Direct any questions regarding this solicitation to William Quick, Contracting Officer by letter or by telephone +254 020 3636000 during regular business hours.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Quick", written over a faint circular stamp.

William Quick
Contracting Officer