



*Embassy of the United States of America*

*Manila, Philippines*

July 13, 2012

Prospective Offeror

**Subject: Solicitation Number SRP380-12-R-0050, Travel Management Contract (Transaction Fee) for U.S. Embassy Manila**

Dear Sir/Madam:

The Embassy of the United States of America invites you to submit a proposal for the **Travel Management Contract (Transaction Fee) for U.S. Embassy Manila**.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the Contracting Officer, Nenita V. Whitaker, Contracting and Procurement, General Services Office, U.S. Embassy Manila, Seafront Compound, Pasay City on or before **4:00 P.M., August 13, 2012**. No proposal will be accepted/considered after this time.

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

Standard Form (SF) 1449; Section 1. Price; Additional information as required in Section 3 and Section 5. Representations and Certifications.

Any questions must be submitted to the Contracting Officer in writing. Questions should be submitted on or before 4:00 P.M., July 27, 2012, via fax no. 301-2964 or email to [MNLCPRequests@state.gov](mailto:MNLCPRequests@state.gov).

A site visit and pre-proposal conference is scheduled on **July 26, 2012, 1:30 P.M. at US Embassy, Chancery Compound, Pasay City**. Please submit the names of your representative/s for the site visit and pre-proposal conference no later than 12:00 noon of July 25, 2012 via email to [MNLCPRequests@state.gov](mailto:MNLCPRequests@state.gov) or to fax no. 301-2964.

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.

The Embassy appreciates your interest in this solicitation.

Sincerely,

**ANDREW S. BURTON**  
Contracting Officer

Enc: RFP No. SRP380-12-R-0050

/CSMecabalo *CSM*