



Embassy of the United States of America

Manila, Philippines

Date: December 3, 2012

To: Prospective Offerors

Subject: Request for Proposal Number SRP380-13-R-0001, Hotel Accommodations for FSI Training

Enclosed is a Request for Proposal (RFP) for Hotel Accommodations. 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. Embassy intends to conduct a pre-proposal conference on December 12, 2012 at 10:00 A.M. Please fax the name/s of your representative/s for the pre-proposal conference no later than 4:00 P.M., December 10, 2012 through fax number 548-6762. Access to USG facilities will not be permitted without prior access clearance.

Your proposals must be submitted in a sealed envelope marked " Proposal Enclosed" to the Contracting Officer, Contracting & Procurement, General Services Office, American Embassy, Manila, Seafont Compound, Pasay City.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal 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 are due on or before 4:00 P.M. of January 3, 2013. Late proposals will not be considered.

Sincerely,


Nenita V. Whitaker
Contracting Officer