



November 28, 2014

SUBJECT: Request for Proposal Number S-MX530-15-R-0004

Dear Offeror:

Enclosed is a Request for Proposals (RFP) for Vehicle Rental Services. If you would like to submit a proposal, follow the instructions in Section L of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 33 that follows this letter.

The U.S. Embassy intends to conduct a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. See Section L.9, of the solicitation for instructions, date and time.

The U.S. Government intends to award a single or multiple 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.

Submit your proposal in a sealed envelope marked "Proposal Enclosed" to include the RFP Solicitation Number to Mark I. Mishkin, Contracting Officer, Paseo de la Reforma No. 305, Colonia Cuauhtemoc, 06500 Mexico, D. F., on December 29, 2014, on or before 12:00 noon. No proposal will be accepted after this time.

In order for a proposal to be considered, you must 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 Mark I. Mishkin by email to ValenciaTX@state.gov and copy RangelI@state.gov and Guzmane1@state.gov or by telephone at 55-5080-2436.

Sincerely,

A handwritten signature in black ink, appearing to be 'M I Mishkin', written in a cursive style.

Mark I. Mishkin
Contracting Officer

Attachment:
As stated