

Date: July 22, 2016
American Embassy Kathmandu

Dear Prospective Offeror:

SUBJECT: Solicitation Number SNP400-16-R-7821 for Group Life and Accident Insurance Services.

The Embassy of the United States of America invites you to submit a proposal for customized Group Life and Accident Insurance Services for American Embassy Kathmandu, Nepal.

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).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the Paul G Stenseth, American Embassy Kathmandu, Maharajgunj, Kathmandu, Nepal on or before August 22, 2016, 1700 hours local time. No proposal will be accepted after this time.

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

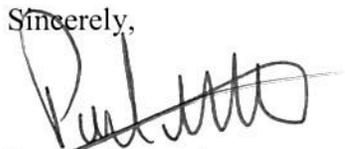
1. SF-33
2. Section B, Pricing Schedule
3. Section B, Retention Amounts in B.3 and B.7
4. Section K, Representations and Certifications;
5. Additional information as required in Section L.

Direct any questions regarding this solicitation to Paul G Stenseth by letter or by telephone 00977-1-4234000 during regular business hours.

Please note: Proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation may be deemed technically unacceptable.

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.

Sincerely,



Paul G Stenseth
Contracting Officer