*Embassy of the United States of America*
GSO/Contracting & Procurement
U.S. Embassy, Plot 1075 Diplomatic Drive
Central Business District, Abuja, Nigeria

December 9, 2011

Dear Prospective Offeror:

SUBJECT: Solicitation Number **SNI014-12-R-0002, FSN Health Insurance**

The Embassy of the United States of America invites you to submit a proposal for customized health insurance coverage for U.S.Embassy, Nigeria LES/FSN.

The Embassy intends to conduct a pre-proposal conference on January 10, 2012 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 GSO Contracting and Procurement, Plot 1075 Diplomatic Drive, Central Business Area on or before **5**:00pm on January 20 2012.. 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
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to Abujaprocurement@state.gov by email or by telephone 234-9-4614000 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,

Roland Dixon, JR.
Contracting Officer