



CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA

Lagos, Nigeria
February 4, 2013

Dear Prospective Offeror:

SUBJECT: Solicitation Number SNI500-13-R-0001 – Travel Manager Center Services

Enclosed is a Request for Proposal (RFP) for Travel Manager Center Services. If you would like to submit a quotation, 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. Consulate General 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 Consulate intends to conduct a pre-proposal conference on Tuesday February 19, 2013 at 1000 hours local time at the U.S. Consulate General 2, Walter Carrington Crescent Victoria Island Lagos Nigeria, and all prospective offerors who have received a solicitation package are invited to attend. See Section 3 of the attached Request for Proposal (RFP).

Interested offeror's are to send the names(s) of those attending the pre-proposal conference no later than Wednesday February 13, 2013 to ikpopo@state.gov We encourage each offeror to limit the number to at the most two people. All attendees must come with a photo ID that will match the names submitted.

Direct any questions regarding this solicitation to M. John Dudte by letter or by telephone 234-1-460-3400 during regular business hours.

Proposals are due by Monday March 4, 2013 by 1500 hours local time.



Sincerely,
M. John Dudte
Contracting Officer