



Embassy of the United States of America

GSO/Contracting & Procurement
United States Embassy, Abuja
Plot 1075 Diplomatic Drive
Central Area, Federal Capital Territory
Abuja, Nigeria

August 29, 2016

Dear Prospective Offeror:

SUBJECT: Solicitation Number SNI014-16-R-3258

The Embassy of the United States of America invites you to submit a proposal for customized health insurance to LE Staff of U.S. Mission in Nigeria

The Embassy intends to conduct a pre-proposal conference, and all prospective offerors who have received a solicitation package are invited to attend. This meeting will be held at 10:00am on September 15, 2016 at the United States Embassy in Abuja. Please notify us at Abujaprocurement@state.gov with the name of your company representative (1 person) who will attend.

See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to Tyndal Erick, Plot 1075 Diplomatic Drive, Central Business District, Abuja on or before 16:30hours on October 4, 2016. 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.

The successful offeror(s) will be required to have a DUNS number and be registered in SAM/CCR through the following sites: DUNS: www.dnb.com and SAM/CCR: www.sam.gov

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.

Direct any questions regarding this solicitation to Tyndal Erick by mail through Abujaprocurement@State.gov or by telephone 234-9-461-4000 during regular business hours.

Sincerely,

Tyndal Erick
Contracting Officer