

ADDITIONAL QUESTION AND ANSWER FROM PROSPECTIVE OFFEROR:

QUESTION: If there is a previous or current contract, would you please provide the following information:

Answer: Contract Name: Companhia de Seguros Allianz Portugal, S.A., Lisbon, Portugal

Purchase Order: SPO500-10-M-0915

Information Access Guide

Comprehensive guide for requesting Department of State records, including information on fees and appeals. Please use this guide to file a FOIA or Privacy Act request or Mandatory Declassification Review to guarantee proper filing. Failure to correctly file your request will result in delays.

Where to send your request

You may mail or fax your request for Department of State records to the following:

Address:

Office of Information Programs and Services

A/GIS/IPS/RL

U. S. Department of State

Washington, D. C. 20522-8100

Facsimile: 202-261-8579

Please write "Freedom of Information Act" on the envelope or the subject line of your fax.

There are no special forms needed for making a request for Department of State Records but your request should include the following information:

- Your name, address, and daytime telephone number.
- As much information as you can provide so that the Department can locate the requested material, including the subject, timeframe, any individuals involved, and reasons why the Department is believed to have records on the subject.
- The maximum amount of fees that you are willing to pay. By making a FOIA request, you shall be considered to have agreed to pay all applicable fees up to \$25, unless otherwise noted. Advance payment may be required when fees are likely to exceed \$250.
- If you are seeking a copy of a contract, please provide the contract number and an agreement to pay up to \$300 per contract.

As a guide for requesting U.S. Department of State records you may wish to view a [Sample Letter](#).

Electronic FOIA Request

If you are not seeking personal information about yourself or personal information on behalf of someone else, you may file a request online by using the FOIA Request Letter Generator on the [Electronic FOIA Request](#) page.