



*Embassy of the United States of America*

American Embassy  
Lome-Togo

March 5, 2012

Dear Prospective Quoter,

SUBJECT: Solicitation Number **STO40012R0002**

The Embassy of the United States of America invites you to submit a proposal for Travel Management 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 below.

In order to help you, we have included a copy of the SF1449 and Section 3 of the solicitation (the instructions) immediately following this cover letter. Don't forget to fill out Section 1 of the solicitation with your pricing for the base (year one) and option years (years two through five).

The U.S. Government intends to award a contract to the company submitting a technically acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the

Contracting Officer  
American Embassy  
4332 Blvd Eyadema  
BP 852 Lome-Togo

The deadline for the receipt of quotations is 16:00 local time, on March 19, 2012. No quotation will be accepted after this time.

The Embassy will accept written questions received by email before 17:00 Monday, March 12, 2012 at this address: [LomeProcurement@state.gov](mailto:LomeProcurement@state.gov). Responses will be provided on the US Embassy Lome website under Contract Opportunities by 17:00 Tuesday, March 13, 2012. A copy of the solicitation is available on the same website: <http://togo.usembassy.gov/contract-opportunities2.html>.

If you have trouble accessing the website, feel free to contact the Contracting Officer by telephone 228 22-61-54-75 during regular business hours.

Sincerely,

Joseph E. Welsh  
Contracting Officer