



Lome - Togo

Date: May 12, 2014

To: All Prospective Offerors

Enclosed is an Invitation to Tender for a licensing agreement for Operation of Cafeteria Services at American Embassy Lome. Enclosure 1 consists of the proposed Licensing Agreement, which would be executed between the Embassy and the selected operator. That Agreement consists of the main document, plus four exhibits:

- Exhibit A - Performance Required Under the Licensing Agreement
- Exhibit B - Licensor-Furnished Property
- Exhibit C - Licensee-Furnished Property
- Exhibit D - Holiday Schedule

Enclosure 2 contains instructions for tender preparation as well as the methodology to be used by the Embassy in evaluation of tenders and for award of the Licensing Agreement.

Tender Submission and Due Date

All tenders must be submitted to the following address:

Contracting Officer
Embassy of the United States of America
4332 Blvd Eyadema
Cite OUA
B.P. 852
Lome, Togo

ALL TENDERS MUST BE RECEIVED BY THE AMERICAN EMBASSY LOME NOT LATER THAN **May 27, 2014 at 12:30**. TENDERS RECEIVED AFTER THIS DATE AND TIME WILL BE REJECTED WITHOUT FURTHER CONSIDERATION.

Points of Contact

Direct all questions regarding this Invitation for Tenders to the following individual:

Evelyne Aziabile
AziabileEE@state.gov
2261-5470

There will be a site visit and a conference that will allow interested parties the opportunity to ask any questions they may have concerning the Invitation for Tenders and to view the site where the services are to be provided. Please notify the above individual if anyone from your firm wishes to attend. Questions regarding this Invitation for Tender should be submitted in writing at least two days before the scheduled date of the conference and site visit.

Thank you for your interest in this action.

Sincerely,

Sharon M. Haji Mkanga
Licensing Officer