



Embassy of the United States of America

Lome Togo

December 13, 2012

Dear Prospective Offeror:

SUBJECT: Solicitation Number STO40013R0001

The Embassy of the United States of America invites you to submit a proposal for United States Government Vehicles Insurance.

Submit your proposal in a sealed envelope marked "Proposal Enclosed" addressed to:

Sharon M. Haji Mkanga
Contracting Officer
Embassy of United States Lome
4332 blvd Eyadema
BP 852 Lome Togo

On or before 16.00 local time on January 14, 2012. 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;
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

The contract performance periods are specified in Section F of the solicitation.

Direct any questions regarding this solicitation to Sharon M. Haji Mkanga, Contracting Officer, by letter or by telephone 228 22 61 54 70 during regular business hours.

Sincerely,




Sharon M. Haji Mkanga
Contracting Officer