Embassy of the United States of America
Baghdad, Republic of Iraq

December 28, 2011

To: Prospective Offerors

Subject: Solicitation number S-IZ100-12-R-0009 - for improvements at the Mail room at the U.S. Embassy compound, Baghdad, Iraq.

The Embassy of the United States of America invites you to submit a proposal for improvements at the mailroom at the U.S. Embassy compound, Baghdad, Iraq.

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit and pre-proposal conference at the site, and all prospective offerors are welcome to attend. See Section J of the attached Request for Proposals (RFP) for information on how to register for the site visit.

Your proposal must be submitted electronically by email with the subject line "**Proposal S-IZ100-12-R-0009 Enclosed**" to BaghdadGSOProcBid@state.gov on or before 12:00 noon (Baghdad Time) on January 28th, 2012. You may also elect to submit your proposal in hard copy marked for the attention of the **"Contracting Officer – Proposal S-IZ100-11-R-0009 Enclosed"**, which may be delivered to the Embassy Red CAC on Al Kindi Street between 0800 and 1500 on regular business days. No proposal will be accepted after the cut-off date and time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its

subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The construction completion time is 60 calendar days after receipt of Notice to Proceed is received. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of $732.80 per calendar day will be assessed until substantial completion of the project is achieved.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Direct any questions regarding this solicitation to BaghdadGSOProcurement@state.gov.

Sincerely,

Wiley J Williams

Wiley J Williams
Contracting Officer

Enclosure: S-IZ100-12-R-0009