



American Embassy Lusaka
General Services Office
Subdivision 694/Stand 100
Ibex Hill Road, Kabulonga
Lusaka
P.O. Box 31617
Tel.: +260-211-357000
Fax: +260-211-357224
Email: Lusaka-GSO-Contracts@state.gov

February 11, 2013

Dear Prospective Offeror:

SUBJECT: Solicitation Number: SZA60013R0007 – LES Health Insurance for Lusaka, Zambia

The Embassy of the United States of America - Lusaka invites you to submit a proposal for customized Locally Employed Staff (LES) Health Insurance. The period of performance is one base year plus four, one year options.

The Embassy intends to conduct a pre-proposal conference, and all prospective offerors who have received a solicitation package are invited to attend. See Section L.8 of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the **Contracting Officer, U.S Embassy Lusaka, Subdivision 694/Stand 100, Kabulonga Road, Ibex Hill Lusaka on or before 16:00 Hours on March 11, 2013**. No proposal will be accepted after this time.

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

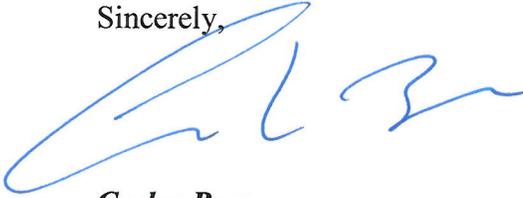
1. Section A, SF-33
2. Section B, Pricing Schedule
3. Section B, Retention Amounts in B.3
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to Lusaka-GSO-Contracts@state.gov by letter or by telephone: +26 211 357000 during regular business hours.

Please note: proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation may be deemed technically unacceptable.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carlos Bras', written in a cursive style.

Carlos Bras
Contracting Officer