



January 28, 2020

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number 19TC1020Q0003 – Outgoing Diplomatic Pouch Services

The Embassy of the United States of America invites you to submit a proposal for Shipping and Packing Services for U.S. Embassy Abu Dhabi.

The Embassy intends to conduct a pre-proposal conference at the Embassy, and all prospective offerors who have submitted interest for pre-proposal conference will be invited to attend. See Section 3 of the attached Request for Quotation.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to Anthony Chang, U.S. Embassy Abu Dhabi or to the main entrance of the U.S. Embassy's security gate on or before 5:00 pm on February 27, 2020. No Proposals will be accepted after this time.

For a proposal to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Direct any questions regarding this solicitation to **Anthony Chang** by letter or e-mail at AbuDhabiContracts@state.gov

Sincerely,

Anthony Chang
Contracting Officer

