

June 18, 2020

U.S Embassy Lusaka
GSO/Contracting Unit
PO Box 320065
Lusaka, Zambia

Dear Prospective Offeror:

SUBJECT: Solicitation Number 19ZA6020R0001 for Locally Employed Staff Health Insurance Coverage

The Embassy of the United States of America invites you to submit a proposal for locally employed staff health insurance coverage. The Embassy encourages prospective offerors to offer off-the-shelf plans that meet at least the minimum benefit levels required in this solicitation.

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

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" "**Locally Employed Staff Health Insurance Coverage**" to the Contracting Officer, U.S. Embassy Lusaka, Ibex Hill Road, Stand 694 Lot 100 " and received in hardcopy on or before **16:00pm** Local Time on **Tuesday July 21, 2020**. No proposal will be accepted after this time.

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

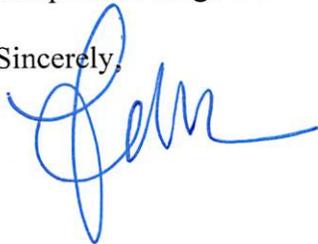
1. SF-33
2. Section B, Pricing Schedule;
3. Section B, Retention Amounts in B.3;
4. Section K, Representations and Certifications; and
5. Additional information as required in Section L.

Direct any questions regarding this solicitation to the Contracting Officer by email Lusaka-GSO-Contracts@state.gov or by telephone +260-211-357000 during regular business hours. Please note: Proposals that contain less than the minimum reimbursement levels or do not provide all benefit categories may be deemed technically unacceptable.

The successful offeror shall be registered in the SAM (System for Award Management) database <https://www.sam.gov> prior to contract award pursuant to FAR provision 5.207. Therefore prospective offerors are encouraged to register prior to the submittal of their proposal. The guidelines for registration in SAM are also available at: https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM

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 'F. Minikon-Reece', with a stylized, cursive script.

Franchesca M. Minikon-Reece
Contracting Officer