



*Embassy of the United States of America*  
General Services Office  
27 Napier Road  
Singapore 258508

November 22, 2010

To: Prospective Offeror

SUBJECT: Request for Proposal (RFP) No. SSN10011R8801

The Embassy of the United States of America invites you to submit a proposal for customized group life/accident/hospitalization insurance for locally employed staff (LES) at the U.S. Embassy in Brunei.

To obtain a copy, interested quoters must request by email at [palanisamm@state.gov](mailto:palanisamm@state.gov). All requests must provide the name and address of requesting company and name of authorized administrator including his/her telephone and handphone number. A copy will be sent electronically to the requestor.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the Contracting Officer on or before Singapore time 4.30 pm on December 23, 2010. No proposal will be accepted after this time. Proposals submitted by e-mail will also be accepted.

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 and B.7
4. Section K, Representations and Certifications
5. Additional information as required in Section L

Direct any questions regarding this solicitation to Charles W. Davis by letter or by e-mail to [DavisCW2@state.gov](mailto:DavisCW2@state.gov) or Meena Palanisamy (email: [palanisamm@state.gov](mailto:palanisamm@state.gov)) or by fax to 65-6476-9003.

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,

Robert E. Barney  
Contracting Officer