



August 3, 2006

To: Prospective Offerors
Subject: **Solicitation number SOUP300-06-Q-0005**

Enclosed is a Request for Proposals (RFP) for **Packing and Shipping Services for US Embassy Kiev, Ukraine**. If you would like to submit a proposal, follow the instructions in Section L of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 33 that follows this letter.

A pre-proposal conference to discuss the requirements of this solicitation will be held on August 22, 2006 at 16:00 at the Artem Business Center, 4 Glubochytska Street, 4th floor Conference room.

Offerors that are interested in bidding and attendance of the Conference should contact the Procurement and Contracting Office of the American Embassy, tel. 490-4308, fax 490-4085 for registration. It is highly recommended to attend the Conference, to study the Solicitation before the Conference and prepare all questions for it.

Direct questions regarding this solicitation to Contracting Officer Eric Mendenhall, tel. 490-4227, e-mail MendenhallEJ@state.gov, or call Procurement and Contracting office at 490-4238 or fax your questions to 490-4085.

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.

Closing date for proposal submission is August 25, 2006, 17:00. No Proposal will be accepted after this time.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Mendenhall".

Eric Mendenhall
Contracting Officer

Enclosure