



American Embassy Bangkok
GSO/Procurement and Contracting Office
93/1 GPF Tower A, 5th Fl., Wireless Road
Lumpini, Khet Pathumwan, Bangkok 10330
Tel. 662-205-5610 FAX: 662-254-2994

November 4, 2019

Subject: Request for Proposals number 19TH2020R0001

Dear Prospective Offeror:

SUBJECT: Solicitation Number 19TH2020R0001 for Health Insurance Service

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" to Chad Moore, Contracting Officer, 93/1 GPF Tower A, 5th Fl, Wireless Road, Pathumwan, Bangkok 10330 by **15:00 hours (Bangkok local time) on December 19, 2019**. No proposal will be accepted after this time. **No electronic offers will be accepted.**

In order for a proposal to be considered, you shall 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 Chad Moore, Contracting Officer, by letter or by email : BKKGSOProcBid@state.gov during regular business hours.

Please note: Proposals that contain less than the minimum reimbursement levels or do not provide all benefits 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

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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 black ink, appearing to be 'CM' or similar initials, written in a cursive style.

Chad Moore
Contracting Office

cc: RHRO