Embassy of the United States of America

Republic of Serbia
Belgrade, May 14, 2010

Dear Prospective Offeror:

SUBJECT: Solicitation Number S-RB100-10-R-0475 - Group life insurance.

The Embassy of the United States of America invites you to submit a proposal for customized group life insurance for the U.S. Embassy Belgrade.

The Embassy intends to conduct a pre-proposal conference, and all prospective offerors who have received a solicitation package 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 the Contracting Officer, U.S. Embassy, Kneza Milosa 50, 11000 Belgrade on or before 12:00 noon on June 23, 2010. 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.3.2
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to Zoran Djordjevic by letter or by telephone +381-11/306-4945 during regular business hours.

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,

Jonathan Mennuti
Contracting Officer

Enclosure: S-SR100-10-R-0745