

September 26, 2020

American Embassy Kinshasa
498 Avenue Lt. Col. Lukusa
Kinshasa, DRC

Dear Prospective Offeror:

SUBJECT: Solicitation No. 19CG5020R0002 Health Insurance for Locally Employed Staff

The Embassy of the United States of America invites you to submit a proposal for health insurance coverage for locally employed staff (including majority Congolese, but also American, and third country nationals). The Embassy encourages prospective offerors to offer plans, including off-the-shelf plans, that meet or exceed the minimum benefit levels required in this solicitation.

The Embassy intends to conduct a virtual pre-proposal conference. **All prospective offerors are strongly encouraged to attend**, to ensure maximum comprehension of the requirements and the submission instructions. See below and Section L of the attached Request for Proposals (RFP) for details on the virtual pre-proposal conference.

All interested offerors should send contact names, email and phone numbers for pre-proposal conference participants no later than October 12, 2020 at 12:00 noon Kinshasa local time by email addressed to kinshasabid@state.gov. A maximum of three attendees from each company are permitted. The Embassy encourages offerors to have English-speakers who will be directly involved in preparing the proposal attend the virtual pre-proposal conference. Instructions for participating will be emailed to all registered participants. The date and time for the pre-proposal conference is listed under Section L.8.1.

Bid submissions must follow the directions below exactly:

Your offer should be received by the Embassy by **Friday, November 13, 2020 at 17:00 Kinshasa local time** to be considered. Quotations received after this time may not be considered.

Send only an electronic offer addressed to:

kinshasabid@state.gov

DO NOT DELIVER OFFERS TO THE EMBASSY RECEPTION.

If you should need an address to deliver hard copy offers, please write to the kinshasabid@state.gov email address for instructions. Emailed offers are preferred.

For a proposal to be considered complete, it MUST include all of the following:

1. Section A, Form SF-33
2. Section B, Pricing Schedule must be filled in
3. Section B, Retention Amounts in B.3 must be filled in
4. Section C, Comprehensive presentation of proposed insurance coverage addressing all of the outlined categories of benefits must be provided in clear, understandable language
5. Section K, Representations and Certifications has boxes to be checked and blanks to be filled in
6. Section L, All information required in all four parts of Section L must be provided.

Please note: Proposals that do not meet the minimum requirements or benefits levels in all categories in Section C may be rejected as **technically unacceptable**. Proposals missing any of the required information outlined above may be rejected as **technically unacceptable**.

We require a complete and comprehensive proposal that addresses all sections of the solicitation and your offer should be your best and final offer to meet or exceed the required minimum benefit levels in all specified categories. If your off-the-shelf plan does not meet or exceed the required minimum benefit levels, or does not address all the required categories, please customize it in your proposal to fit this solicitation.

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.

The successful offeror must 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

Direct any questions regarding this solicitation by email to kinshasabid@state.gov

Sincerely,



Daniel S. Mandell
Contracting Officer