

November 21, 2018

American Embassy Kathmandu

Dear Prospective Quoter:

SUBJECT: Solicitation Number 19NP4019R5227 for Travel Management Service

Enclosed is a Request for Proposal (RFP) for Travel Management Services. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

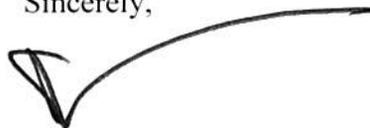
The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by December 21, 2018, 17:00 hours local time.

The Embassy intends to conduct a pre-quotation conference on November 30, 2018, and all prospective quoters who have received a solicitation package are invited to attend. See Section 3 of the attached Request for Quotations (RFP).

Direct any questions regarding this solicitation to Contracting Officer, Mr. Scott McDow by letter or by telephone 4234000 during Monday to Friday, regular business hours from 0800-1700.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott McDow', with a long, sweeping horizontal line extending to the right.

Scott McDow

Contracting Officer

Enclosure