

U.S. Embassy, The Hague, The Netherlands

August 31, 2009

Dear Prospective Offeror,

The attached solicitation is for janitorial work at facilities leased or owned by the U.S. Embassy in the Netherlands. This solicitation has been prepared in the commercial items format in accordance with Part 12 of the Federal Acquisition Regulation (FAR).

Site visits will be held for prospective offerors on the following dates:

Chancery: Lange Voorhout 102, The Hague	Tue., Sept. 15, 10:00
CWDEL: Eisenhowerlaan 77G, The Hague	Wed., Sept. 16, 10:00
Consulate: Museumplein 19, Amsterdam	Thu., Sept. 17, 10:00

The following sections must be completed and returned by the due date and time as specified in block 8 of the Standard Form 1449, *Solicitation/Contract/Order for Commercial Items*:

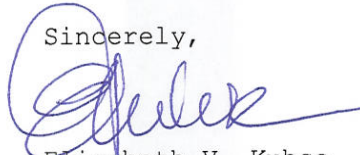
1. Section 1, Prices - Provide a firm-fixed price for standard janitorial services and a price per square meter for temporary additional services.
2. Section 3, Solicitation Provisions, Instructions to Offerors - Submit a completed solicitation and information demonstrating the offeror's ability to perform. Also, submit offers in the English language and in U.S. currency (see FAR provisions 52.214-34 and 52.214-35).
3. Section 5, Representations and Certifications. Complete the appropriate certifications and representations.

Also note, in Section 4, Evaluation Factors, what must be included to determine acceptability of offers.

Please fill in block 30 of the SF-1449 cover form with your offer.

To register for the above-referenced site visits, or should you have any questions, please contact Eugenio Danjo, Procurement Specialist, at 070 310 2218.

Sincerely,



Elizabeth V. Kuhse
Contracting Officer