



U.S. CONSULATE GENERAL
Regional Procurement Support Office
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Germany

Tel: +49 60 7535 3306
Email: GruenbeckP@State.gov

August 16, 2023

Subject: Solicitation No.: 19GE5023R0105
Pay As You Earn (PAYE) Services
U.S. Embassy London, United Kingdom

Dear Ladies and Gentlemen,

The Regional Procurement Support Office (RPSO) would like to invite your company to submit a proposal for Pay As You Earn (PAYE) Services for the U.S. Embassy London and constituent posts. This solicitation may result in issuance of a firm fixed-price Indefinite-Delivery Indefinite-Quantity contract.

Use of the specifications for purposes other than submitting a proposal under this solicitation is prohibited. All discussions pertaining to these services will be in the English language. If you intend to submit a proposal, you should thoroughly examine all documents contained in the solicitation package.

Questions shall be submitted as soon as possible but **not later than August 25, 2023, by 1500 hours Central European Summer Time (CEST)**. Any questions you may have concerning the solicitation document should be submitted in writing via email to Patticha Gruenbeck: GruenbeckP@state.gov and copy to FrankfurtRPSO@state.gov so that a response can be provided prior to the solicitation closing date.

The proposal shall be submitted as a pdf document emailed to GruenbeckP@state.gov and copy to FrankfurtRPSO@state.gov as soon as possible but **not later than September 8, 2023 by 1500 hours Central European Summer Time (CEST)**. The email subject line must read "Proposal 19GE5023R0105". The email size shall not exceed 45MB.

No proposal will be accepted after the specified time.

Each offeror will be responsible for determining the amount of labor that will be required to complete the services, and for pricing their proposal accordingly. Further, each offeror is responsible for furnishing complete information to its subcontractors. Subcontractors shall not be referred to the U.S. Government concerning the requirement.

The Contracting Officer reserves the right to reject any and all proposals and to waive any information or minor irregularities in proposals received. In addition, the Contracting Officer reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding a contract, or to award the contract based upon initial proposals received without holding discussions.

Thank you for your interest in this U.S. Government procurement project.
Any questions regarding this solicitation should be directed to Patticha Gruenbeck, Contract Specialist, tel: +49 69 7535 3345, or email: GruenbeckP@state.gov.

Sincerely,

Nicolas A. Wilhelm
Contracting Officer