Subject: Solicitation Notice – Temporary help services required for the U.S. Embassy in Paris

Ref.: 19FR6319R0002 /SR

The U.S. Embassy, Paris, France requires temporary help services (Greeters) for the Consular section of the US Embassy. This requirement is solicited for a period of one (1) year and one (1) option year. Not to exceed two (2) years.

Only companies specializing in this field of work with valid permits should apply for a solicitation package.

The issuance of the solicitation package is anticipated to be on November 23rd, 2018. The due date of bids will be at 4.00 p.m. on December 10th, 2018.

Interested parties should contact Ms. Séverine RUINOT by phone at 01 43 12 25 13, in order to receive a solicitation package. Details to be provided by the company are:

- Name and address if company
- Name of requestor and designation
- Contact details – email address and phone numbers

Instructions for submission of proposal will be stated in RFP 19FR6319R0002.

Offerors must register in the System for Award Management (SAM) prior to submission. Registration information is available in link below:

https://www.statebuy.state.gov/pd/Pages/AdditionalVendorReg.aspx

As registration may be a lengthy process, interested offerors should initiate the registration as soon as possible. The resultant SAM number must be provided with the proposal submission.

The U.S. Government intends to award a contract that is the most advantageous to the Government, price and other factors considered. We intend to award a contract based on initial offers, without holding discussions, although we may hold discussions with companies in the comparison range if there is a need to do so.