



Dear Sir or Madame,

Radio Free Europe / Radio Liberty (RFE/RL) invites you to submit a proposal in response to the subject RFP for food services at 159A Vinohradska, Praha 10, 100 00, in the Czech Republic. The RFP will be posted on the web site located at www.rferl.org or you can link to http://www.rferl.org/content/Request_For_Proposals_For/1616949.html as of 6 December 2009.

If you desire to respond to the RFP, proposals must be submitted in accordance with the guidelines discussed in the RFP. An official authorized to bind the offeror must sign the proposal, and it must contain a statement to the effect that the proposal is firm for a period of not less than 120 days after the final submittal date. An original and 6 copies of the proposal, plus an electronic submission in *pdf* format must be submitted to:

Mr. Jim Grabulis
Director of Procurement
Radio Free Europe/Radio Liberty
159a Vinohradska,
100 00 Prague 10
Czech Republic

grabulisj@rferl.org

Hand carried proposals may be delivered to Radio Free Europe / Radio Liberty at 159a Vinohradska, Praha 10, 100 00, Czech Republic. To be considered, your complete proposal package must be received by **11:00 a.m. Central European Time (CET) on 8 February 2010**. Late proposals may not be considered. The following is the general schedule for this competition:

12 January - Conference and Site walk through at 159a Vinohradska
19 January - Deadline for submission of Questions to RFP
8 February - Proposals due

Only two representatives from each company may attend the site walk through. Please provide the names and company positions of those individuals to Julie Klevcova at klevcovaj@refrl.org by 10 January 2010. Note that you are also

afforded the opportunity to submit questions electronically regarding the RFP at any time, but no later by **19 January** 2010. All questions will be consolidated and responded in a non-attributable manner by e-mail within a reasonable time after the deadline. Questions after that date will not be considered for response. There is no opportunity to change the schedule. We anticipate that the recommended contractor will be selected by in the May timeframe.

Please note that once submitted, your proposal will become part of a contract.

As required by RFE/RL, all proposals must contain a certification that the organization offering to perform the contracted services has not been a disqualified participant on any US federally funded projects.

Please acknowledge receipt of this e-mail, the RFP attached and your intent to submit a proposal or not, by return e-mail.

We look forward to your proposal submission.

Sincerely,

/s/

JIM GRABULIS