United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama

August 8, 2016

Electronic Transmission:

SUBJECT: Request for Quotation Number SPM070-16-Q-0064 for the Warehouse Field Office Repair at the US Embassy Compound, Clayton.

Dear Prospective Offeror:

The Embassy of the United States of America invites you to submit a quotation for the Warehouse Field Office Repair in the Embassy Compound located in 783, Demetrio B. Lakas Ave., Clayton, Panama City, Republic of Panama.

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Quotation (RFQ).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236-27) on ***Thursday, August 11, 2016 at 10:00 am.*** Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than ***August 12, 2016 at 11:00 am*** and should be sent to Ms. Maruquel Reyes by fax 507-317-5141 or by e-mail **PANPROC@state.gov**

All prospective offerors who have received a solicitation package are invited to attend. The site visit will be held at the **US Embassy of Panama, Bldg. 783, located at Demetrio Basilio Lakas Ave. Clayton, Panama City, Republic of Panama.**

Your proposal may be submitted electronically via e-mail to: **PANPROC@state.gov** or you may submit your quotation in a sealed envelope marked **"Quotation Enclosed"** to the above address. The deadline for receipt of electronic and hard copy quotations is on **August 22, 2016 at 16:00 pm** local time. No quotations will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy for determining the amount or quantities of materials required.

The construction completion time is 45 calendar days after receiving the notice to proceed commencing on 5 days after receiving the award letter.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy 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 the contract, or to award without discussions.

Please direct any questions regarding this solicitation to **Matthew J. Miller** by letter or email PNMPROCREQ@state.gov during regular business hours.

Sincerely,

Matthew J. Miller
Contracting Officer