



*Embassy of the United States of America*

Panama, Republic of Panama  
March 16, 2016

Dear Prospective Offeror:

**SUBJECT: Request for Quotation Number SPM070-16-Q-0014 CMR Upgrade Guard Booths**

The Embassy of the United States of America invites you to submit a quotation to Repair Controlled Access gate (CAC) at the Residence (CMR) located in La Cresta Panama.

A site visit has been scheduled for **10:00am on March 23 ,2016**. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than **10:00pm March 24 2016**, and should be sent to Ms. Teresa Guardia by fax (507-317-5141) or by e-mail (Guardiatr@state.gov).

Your quotation may be submitted electronically via e-mail to: **Guardiatr@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 **10:00 a.m. local time, on March 31, 2016**. No quotations will be accepted after this time. In order for a quotation to be considered, you must also complete and submit the following:

1. Executed Standard Form 18 including a completed Attachment 2, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS".
2. Performance schedule in the form of a "bar chart"
3. Business Management/Technical Proposal.
4. Additional information as required in Section L.

Direct any questions regarding this solicitation in writing to **Matthew Miller**, Contracting Officer, questions must be written in English and may be sent to fax number **317-5141** or e-mail to: **Guardiatr@state.gov**. You may also call **317-5309**.

Sincerely,



Matthew Miller  
Contracting Officer

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