



*Embassy of the United States of America*

Panama, Republic of Panama  
August 15, 2013

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit of **Tuesday August 13, 2013, at the NEC**  
Solicitation Number SPM07013Q0038 – Build Cross-Linked Fence

**Introduction**

All attendees were welcomed and the US Embassy representatives were introduced: the Contracting Officer Representative (COR), Elias Cartin, the Procurement Representative, Malena Dawson and Maruquel Reyes.

**Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
  - 3:00 p.m., Monday, August 19, 2013
  - No proposals will be considered that do not meet the deadline.
  
- Instructions, Conditions and Notices to Offerors:
  - Must follow all guidelines (Refer to Sections 1, 3, and 5).
  - SF-18 must be signed and turned in to be considered complete
  
- Evaluation Factors for Award:
  - Lowest priced, technically acceptable, responsible offeror (Refer to Section 4).

Some revisions resulted from the site-visit which will be corrected through Amendment A001 to the solicitation. Amendment A001 is attached as an enclosure to these minutes.

**Questions and Answers**

Attached as an enclosure to these minutes are the questions asked and the Government's responses.

**Conclusion**

The Site-Visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.

Sincerely,

Michael Method  
Contracting Officer

Enclosures: Questions and Answers  
Amendment A001

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