



*Embassy of the United States of America*

Panama, Republic of Panama  
August 17, 2013

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-13-Q-0040 to Resurface Staff Parking Lots

The Embassy of the United States of America invites you to submit a quotation to Resurface Staff Parking Lots in front of Service CAC (SCAC) in the New Embassy Compound located at 783, on Demetrio B. Lakas Avenue, in Clayton, Panama City, Republic of Panama.

A site visit has been scheduled for **10:00 a.m. on Tuesday August 27, 2013**. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than 3:00pm **August 28, 2013**, and should be sent to Ms. Teresa Guardia by fax (507-207-7141) 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 **3:00 p.m.** local time, on **September 4, 2013**. 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 **Michael Method**, 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,

Michael Method  
Contracting Officer