



*Embassy of the United States of America*

Panama, Republic of Panama  
August 22, 2013

Dear Prospective Offeror:

**SUBJECT:** Request for Quotation Number SPM070-13-Q-0044 to build a new partition in room 151 for Health Unit on first floor in the New Embassy Compound.

The Embassy of the United States of America invites you to submit a quotation to build a new partition in room 151 for Health Unit on first floor of 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 **10:30 a.m. on Wednesday August 28, 2013**. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than **9:00am August 30, 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 **9:00 a.m.** local time, on **September 6, 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