



*Embassy of the United States of America*

Panama, Republic of Panama  
February 27, 2014

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-14-Q-0009 to reconfigure office #356 & #360 (EXBS)

The Embassy of the United States of America invites you to submit a quotation to reconfigure office #356 & #360 (EXBS) in the New Embassy Compound (NEC) located at 783, on Demetrio B. Lakas Avenue, in Clayton, Panama City, Republic of Panama.

A site visit has been scheduled for **9:30 a.m. on March 11, 2014**. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than **1:00 p.m. March 12, 2014**, and should be sent to Ms. Teresa Guardia 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 14, 2014**. 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 Anderson**, 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 Anderson  
Contracting Officer