



Embassy of the United States of America

Panama, Republic of Panama
December 17, 2013

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-14-Q-0003 for the construction of a reinforced concrete slab in the NEC

The Embassy of the United States of America invites you to submit a quotation for the construction of a reinforced concrete slab 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 Monday December 23, 2013**. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than 9:00pm **December 24, 2013**, and should be sent to Ms. Malena Dawson by fax (507-207-7141) or by e-mail (DawsonMC@state.gov).

Your quotation may be submitted electronically via e-mail to: **Dawsonmc@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 **January 6, 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 **Michael Method**, Contracting Officer, questions must be written in English and may be sent to fax number **317-5141** or e-mail to: **Dawsonmc@state.gov**. You may also call **317-5402**.

Sincerely,

Michael Method
Contracting Officer