



Embassy of the United States of America

Panama, Republic of Panama
February 11, 2013

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit of **Thursday February 7, 2013, at the New Embassy Compound, Clayton**
Solicitation Number SPM070-13-Q-0013 Repair Floor in the GSO Annex Shops at the New Embassy Compound, Clayton.

Introduction

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

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
 - 3:00p.m, February 13, 2013
 - No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
 - Submission of quotations
 - VOLUME I (**signed** SF18 and attachment 2 "Breakdown of proposal price by divisions of specifications)
 - VOLUME II (Performance schedule in the form of a "bar chart" and Business Management/Technical Proposal).
 - Section L (L.1. Tax payer info, L.4. Authorized Contract Administrator, L.5. Covered Contractors Employees)
- Evaluation Factors for Award:
 - Lowest priced, technically acceptable, responsible offeror (Refer to Section K – page 22).

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,

Scott Bowers
Contracting Officer

Enclosures: Questions and Answers