



Embassy of the United States of America

Panama, Republic of Panama

July 17, 2015

To All Prospective Offerors:

Enclosed is an Invitation to Tender for a licensing agreement for Operation of Cafeteria Services at the US Embassy **Panama**. Section 1 consists of the proposed Licensing Agreement, which would be executed between the Embassy and the selected operator. That Agreement consists of the main document, plus six (6) exhibits:

- Exhibit A - Performance Required Under the Licensing Agreement
- Exhibit B - Licensor-Furnished Property
- Exhibit C - Holiday Schedule
- Exhibit D – Suggested and Approved Cleaning Materials
- Exhibit E – Cafeteria Plan
- Exhibit F- Kitchen Plan

Section 2 contains instructions for tender preparation as well as the methodology to be used by the Embassy in evaluation of tenders and for award of the Licensing Agreement.

Tender Submission and Due Date

All tenders must be submitted to the following address:

Ladonna Sales
U.S. Embassy Panama
Bldg. 783, Demetrio Lakas Street
Clayton, Panama

All tenders must be received by the Embassy not later than **9:00 a.m., Friday August 7, 2015**. Tenders received after this date and time will be rejected without further consideration.

Points of Contact

Direct all questions regarding this Invitation for Tenders to the following individual: **Teresa Guardia, Procurement Agent, 317-5309**

There will be a site visit that will allow interested parties the opportunity to pose any questions they may have concerning the Invitation for Tenders and to view the site where the services are to be provided. This conference will be held at **3:00pm., Wednesday, July 29, 2015**. Please notify the above individual if anyone from your firm wishes to attend. Questions regarding this Invitation for Tender should be submitted in writing to guardiatr@state.gov at least two days before the scheduled date of the conference.

Thank you for your interest in this action.

Sincerely,

Ladonna Sales
Licensing Officer

Enclosures: as stated.