

Panama, Republic of Panama  
April 8, 2016

Dear Prospective Offeror:

**SUBJECT:** Minutes from the site-visit on Thursday **April 6, 2016** Solicitation Number SPM07016Q0026 International Book Fair Atlapa, Panama

### **Introduction**

All attendees were welcomed and the US Embassy representatives were introduced: Cultural Attaché, David Arizmendi, PAS Cultural Affair- Marisin Alzamora & Ramon Real and Procurement Representative Teresa Guardia.

### **Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:  
10:00a.m, April 12, 2016.  
No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
  - Submission of quotations:
  - Completed SF-1449 Cover page (Block #12, 17, 19-24 & 30) and Section #1
  - Project Manager
  - List of Clients of similar projects in the past 3 years
  - Evidence can provide necessary personnel, financial resources and licenses required to complete work
  - Work Plan
  - Identify if subcontractors will be used
- Evaluation Factors for Award:  
Lowest priced, technically acceptable, responsible offeror

### **Comments**

Attached as an enclosure to these minutes are the questions and answers as well as the solicitation amendment A001.

### **Conclusion**

The Site-Visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.

Sincerely,  
  
Ladonna Sales  
Contracting Officer

Enclosures: Questions and Answers, Amendment A001