



Panama, Republic of Panama

September 8, 2012

Dear Prospective Offeror:

**SUBJECT:** Minutes from the site-visit of **Wednesday September 5, 2012, at the New Embassy Compound, Clayton**  
Solicitation Number SPM070-12-Q-0040 Floor Tiles in Chiller Room 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 Representative Teresa Guardia.

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

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
  - 3:00p.m, September 10, 2012.
  - 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,

Kevin O'Donneil  
Contracting Officer

Enclosures: Questions and Answers