

Panama, Republic of Panama

June 4, 2013

Dear Prospective Quoter:

SUBJECT: Solicitation Number SPM070-13-Q-0026
Routine Elevator Maintenance

The Embassy of the United States of America invites you to submit a quotation for Routine Elevator Maintenance.

The Embassy intends to award a purchase order based on initial quotations to the responsible company submitting an acceptable offer at the lowest price. You are encouraged to make your quote competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted.

The Embassy may hold discussions with companies in the competitive range if there is a need to do so. The RFQ does not commit the American Embassy Panama to make any award. The Embassy may cancel this RFQ or any part of it.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1 pricing;
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

A site visit will be held on Tuesday, June 04, 2013 at 1:30pm at the Chancery. Prospective offerors/quoters should contact Walter Williams to arrange entry to the building.

Submit your quotation in a sealed envelope marked "Quotation Enclosed" to Kevin O'Donnell, Building 783, Clayton; on or before **4:00 pm on June 17, 2013**. No quotations will be accepted after this time.

Direct any questions regarding this solicitation to Walter Williams by letter or by email WilliamsWY@state.gov, tel. 317-5119 during regular business hours.

Sincerely,



Kevin O'Donnell,
Contracting Officer