



Embassy of the United States of America

Panama, Republic of Panama
June 17, 2013

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-13-Q-0030 for Swimming Pool maintenance services at the New Embassy Compound in Clayton and Chief of Mission Residence in La Cresta.

The Embassy of the United States of America invites you to submit a quotation for swimming pool maintenance services for the New Embassy Compound (NEC) in Clayton and the Chief of Mission's residence (CMR) in La Cresta.

A site visit has been scheduled for **9:00 a.m. on Thursday June 27, 2013**. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than **10:00 am June 28, 2013**, and should be sent to Ms. Teresa Guardia by fax (507-317-5141) or by e-mail (Guardiatr@state.gov).

Your quotation may be submitted electronically via e-mail to: **Guardiatr@state.gov**, or you may submit your quotation in a sealed envelope marked "Quotation Enclosed" to the above address. The deadline for receipt of electronic and hard copy quotations is **3:00 p.m.** local time, on **July 2, 2013**. No quotations will be accepted after this time. In order for a quotation to be considered, you must also complete and submit the following:

1. Executed Standard Form 18 including a completed Attachment 2, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS".
2. Performance schedule in the form of a "bar chart"
3. Business Management/Technical Proposal.
4. Additional information as required in Section L.

Direct any questions regarding this solicitation in writing to **Kevin O'Donnell**, Contracting Officer, questions must be written in English and may be sent to fax number **317-5141** or e-mail to: **Guardiatr@state.gov**.

Sincerely,

Kevin O'Donnell
Contracting Officer