



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-0033 to replace corroded ductwork for Air Handling Unit at the Embassy Compound, Clayton.

The Embassy of the United States of America invites you to submit a quotation to replace corroded ductwork associated with AHU-0-04, AHU-0-05, AHU-0-07, AHU-0-08, AHU-0-09, AHU-0-10 and AHU-0-13 in the NEW EMBASSY COMPOUND Building 783, Demetrio B Lakas Avenue, Clayton, Republic of Panama.

A site visit has been scheduled for **1:15 p.m. on Wednesday June 26 , 2013**. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than 3:00pm **June 27, 2013**, and should be sent to Ms. Teresa Guardia by fax (507-207-7141) 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 1, 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**. You may also call **317-5309**.

Sincerely,

Kevin O'Donnell
Contracting Officer