



Embassy of the United States of America

Panama, Republic of Panama

November 9, 2012

Dear Prospective Offeror:

Subject: Request for Proposal number *SPM07013R0002*

Enclosed is a Request for proposals (RFP) for *mobile telephone and data services*. If you would like to submit a proposal, follow the instructions in Section 4 of the solicitation, complete the required portions of the attached document, and submit it to the following address:

*U.S. Embassy Panama
General Services Office - Procurement
Demetrio Lakas Street, Bldg. 783, Clayton
Panama City, Panama*

Your proposal may be submitted electronically via e-mail to: *PNMPROCREQ@state.gov*, or you may submit your proposal 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 *December 10, 2012*. No proposals will be accepted after this time.

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

1. SF-1449 (block 17, 24 and 30). Block 24 should list the total value of the quote for the base year and the option year.
2. Section 1, The Schedule
3. Section 5, Representations and Certifications
4. Additional Information as required in Section 4.

Direct any questions regarding this solicitation in writing to *Scott Bowers*, Contracting Officer. Questions must be written in English and may be emailed to *PNMPROCREQ@state.gov* or sent to fax number 317-5141 no later than November 21, 2012.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable proposal at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,

Kevin O'Donnell
Contracting Officer

Enclosure:
As Stated.