



*Embassy of the United States of America*

Panama, Republic of Panama  
January 29, 2013

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-13-Q-0009 for remodeling offices #279, #282 & #283 at the Embassy Compound, Clayton.

The Embassy of the United States of America invites you to submit a quotation for Floor tiles in Chiller room at the New Embassy Compound, Clayton, Panama City, Republic of Panama.

A site visit has been scheduled for **10:00 a.m. on Thursday February 7, 2013**. Prospective offerors are encouraged to submit any questions concerning the solicitation documents as far in advance of the site-visit as possible, so that responses can be provided at the visit. Questions must be submitted in writing no later than **February 8, 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 **February 13, 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 **Scott Bowers**, 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,

Scott Bowers  
Contracting Officer