

LOCAL ADVERTISEMENT/SOLICITATION FOR COMMERCIAL ITEM

The U.S. Embassy in **Panama** has a requirement **to rent guest rooms and a conference room with audiovisual equipment in an ALL-INCLUSIVE hotel located between 90 and 130 kilometers from Panama City for 3 days (June 4-6, 2014)**. The conference will take place each day from 8:00am to 5:00pm and request morning & afternoon coffee as well as lunch. Please note that this is a combined synopsis/solicitation for a commercial item, prepared in accordance with the format FAR 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. The solicitation number is **SPM070-14-Q-0013** and is issued as a Request for Quotation. The solicitation/contract will include all applicable provisions and clauses in effect through **FAC 2005-31**. Items to be acquired:

Item	Description	Number days	Qty	Unit Price	Total for 3 days/ 2 nights
1	All INCLUSIVE single rooms Not to exceed 115	3 days/ 2nights	115	\$	\$
2	Conference Room for 115 people in a classroom setup, head table for 6-10 people, podium	3 days/ 2nights	1	\$	\$
3	Audiovisual equipment (Projector, screen, computer, portable and table microphones, sound system)	3 days/ 2nights	1 all	\$	\$
4	Parking available for 115 guests	3 days/ 2nights	1	\$	\$
	Describe Room Cancellation Policy for this event				
GRAND TOTAL					\$

Morning Coffee Break* Description: *Must be included in the ALL INCLUSIVE rate and placed in the conference room. Must include coffee, tea, water, juice and three different finger foods per person.*

Afternoon Coffee Break* Description: *Must be included in the ALL INCLUSIVE rate and placed in the conference room. Must include coffee, tea, water & sodas with three different finger foods per person.*

Lunch Buffet* Description: *Must be included in the ALL INCLUSIVE rate and be available in a location reserved for this group.*

Menu should vary from one day to the next. FAR 52.212-1, Instructions to Offerors-Commercial Items, applies to this acquisition. Award will be made to the best value priced, technically acceptable offer. FAR clause 52.212-4, Contract Terms and Conditions-Commercial items, applies to this acquisition. The following FAR clauses in paragraph (b) of FAR 52.215-5, Contract Terms and Conditions to Implement Statutes or Executive Orders - Commercial Items, will apply to the resultant contract: 52.203-10, Price or Fee Adjustment for Illegal or Improper Activity, 52.222-50, Combating Trafficking in Persons (AUG 2007), 52.225-13, Restrictions on Certain Foreign Purchases (JUNE 2008), 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (JULY 2013) (31 U.S.C. 3332). The following DOSAR provisions/clauses will also apply: 652.206-70, Competition Advocacy/Ombudsman; 652.214-71, Authorization to Perform; 652.225-70, Arab League Boycott of Israel; 652.225-71, Section 8(a) of the Export Administration Act of 1979, as Amended; 652.242-70, 's Representative; and, 652.243-70, Notices. **All offerors must include with their offer (1) A completed copy of FAR 52.212-3, Offeror Representations and Certifications - Commercial Items ; (2) A completed item table (see above) with their prices and (3) Detailed Cancellation Policy.** Use the Dept. of State Acquisition Website at <http://acquisition.gov> to see the links to the FAR and DOSAR. Offers are due by **3:00PM, Wednesday, April 30, 2014**. All responsible sources may submit an offer that shall be considered. If there are any questions regarding this solicitation please contact **Teresa Guardia, 317-5309, fax 317-5141, email: GuardiaTR@state.gov**. or **Malena Dawson, 317-5402, email: DawsonMC@state.gov**

 Hotel name

 Printed Name / Signature

 Date