Embassy of the United States of America

Panama, Republic of Panama
May 19, 2014

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-14-Q-0014 for the reconfiguration of Office #142

The Embassy of the United States of America invites you to submit a quotation for the reconfiguration of Office #142 in the New Embassy Compound (NEC) located at 783, on Demetrio B. Lakas Avenue, in Clayton, Panama City, Republic of Panama.

A site visit has been scheduled for ***9:30 a.m. on Tuesday, May 22 , 2014.*** Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than 4:00pm ***May 22, 2014***, and should be sent to Ms. Malena Dawson by fax (507-207-7141) or by e-mail (DawsonMC@state.gov).

Your quotation may be submitted electronically via e-mail to: ***Dawsonmc@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 ***June 2, 2014***. 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 ***Matthew Anderson***, Contracting Officer, questions must be written in English and may be sent to fax number **317-5141** or e-mail to: ***Dawsonmc@state.gov.*** You may also call ***317-5402***.

Sincerely,

Matthew Anderson
Contracting Officer

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