



*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-0015 for the reconfiguration of Office #232

The Embassy of the United States of America invites you to submit a quotation for the reconfiguration of Office #232 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 **10:00 a.m. on Thursday, 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](mailto:DawsonMC@state.gov)).

Your quotation may be submitted electronically via e-mail to: [Dawsonmc@state.gov](mailto: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](mailto:Dawsonmc@state.gov). You may also call **317-5402**.

Sincerely,

Matthew Anderson  
Contracting Officer