



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama

September 15, 2014

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit of *Thursday September 11, 2014, at the New Embassy Compound*
Solicitation Number SPM070-14-Q-0032 NEC Drainage Project

Introduction

All attendees were welcomed and the US Embassy representatives were introduced: Contracting Officer Representative (COR) Elias Cartin and the Procurement Representative Malena Dawson.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
 - 3:00pm, September 18, 2014
 - No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
 - Submission of quotations
 - VOLUME I (filled & *signed* SF18 & page 3 filled)
 - VOLUME II (Performance schedule in the form of a “bar chart” and Business Management/Technical Proposal).
 - Section L (L.1. Tax payer info, L.4. Authorized Contract Administrator, L.5. Covered Contractors Employees)
- Evaluation Factors for Award:
 - Lowest priced, technically acceptable, responsible offeror (Refer to Section K – page 20).

Questions and Answers

Attached as an enclosure to these minutes are the questions asked and the Government’s responses.

Conclusion

The Site-Visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.

Sincerely,

Michael Method
Contracting Officer

Enclosures: Questions and Answers