



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama
February 26, 2015

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-15-Q-0007 for Exterior Buildings and Grounds Services at the US Embassy Panama, Clayton.

The Embassy of the United States of America invites you to submit a quotation for Exterior Buildings and Grounds Services at the US Embassy Panama, Demetrio B Lakas Avenue, Clayton, Republic of Panama.

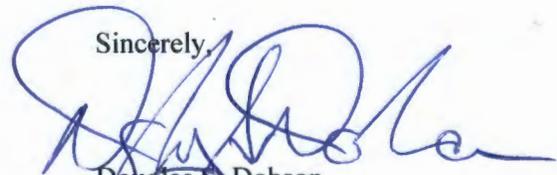
A site visit has been scheduled for **Tuesday March 4, 2015 at 10:00 a.m.** Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than 3:00pm **March 5, 2015** and should be sent to Ms. Maruquel Reyes by fax (507-317-5141) or by e-mail (Reyesma@state.gov).

Your quotation may be submitted electronically via e-mail to: **Reyesma@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 **10:00 a.m.** local time on **March 13, 2015**. 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. Filled Standard Form 1449.
2. Business Management/Technical Proposal.
3. Additional information as required in Section 3.
4. Filled Section 5.

Direct any questions regarding this solicitation in writing to **Douglas S. Dobson**, Contracting Officer, questions must be written in English and may be sent to fax number **317-5141** or e-mail to: **Reyesma@state.gov**. You may also call **317-5179**.

Sincerely,



Douglas S. Dobson
Contracting Officer