



Embassy of the United States of America

Panama, Republic of Panama
May 11, 2015

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit of Monday **May 11, 2015, at the Embassy Compound, Clayton**
Solicitation Number SPM070-15-Q-0025 New PAS Office at the Embassy Compound, Clayton.

Introduction

All attendees were welcomed and the US Embassy representatives were introduced: Facilities Manager, Jeffrey Walker; Contracting Officer Representative (COR), Elias Cartin, and the Procurement Representative Teresa Guardia.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
9:00p.m, May 18, 2015.
No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
 - Submission of quotations
VOLUME I (signed SF18 and attachment 2 "Breakdown of proposal price by divisions of specifications)
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 22).

Comments

Attached as an enclosure to these minutes are the questions and answers as well as the solicitation amendment to include additional work

Conclusion

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

Sincerely,

Paul Kalinowski
Contracting Officer

Enclosures: Questions and Answers, Amendment A001

*American Embassy Panama
9100 Panama City Place
Washington, DC 20521-9100
Phone: (507) 317-5000 Fax: (507) 317-5568*