



Embassy of the United States of America

Panama, Republic of Panama
June 4, 2015

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-15-Q-0034 for Electric Repair Phase #2 in the Chief of Mission Residence (CMR) , La Cresta.

The Embassy of the United States of America invites you to submit a quotation for electrical repair in the CMR, La Cresta , Republic of Panama. A site visit has been scheduled for 10:00am on June 8,2015. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than 10:00am June 9, **2015**, and should be sent to Ms. Teresa Guardia by fax (507-317-5141) or by e-mail (Guardiatr@state.gov).

Your quotation may be submitted electronically via e-mail to: **Guardiatr@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 **9:00 a.m.** local time, on **June 18, 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. 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 **Ladonna Sales**, Contracting Officer, questions must be written in English and may be sent to fax number **317-5141** or e-mail to: **Guardiatr@state.gov**. You may also call **317-5309**.

Sincerely,

Ladonna Sales
Contracting Officer

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