

LOCAL ADVERTISEMENT/SOLICITATION FOR COMMERCIAL ITEM

The U.S. Embassy in Panama has a requirement to rent guest rooms and a meeting room with audiovisual equipment in a downtown hotel to include two coffee breaks and lunch buffet during 3 days (October 27-29). The conference will take place starting Tuesday thru Thursday from 8:30am to 5:30pm. Please note that this is a combined synopsis/solicitation for a commercial item, prepared in accordance with the format FAR 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. The solicitation number is **SPM070-15-Q-0048** and is issued as a Request for Quotation. A detailed **Cancellation Policy must be included as part of the proposal.**

The solicitation/contract will include all applicable provisions and clauses in effect through **FAC 2005-80**. Items to be acquired:

Item	Description	No. days	Qty	Unit Price	Total for 3 days
1	Conference Room -- Set up with half-moon tables for 8/10 participants and a head table with five people. Total number participants 130. October 27-29	3	1	\$	\$
2	Morning Coffee Break* for 90 people October 27-29 2015	3	90	\$	\$
3	Afternoon Coffee Break * for 90 people October 27-29 2015	3	90	\$	\$
4	Lunch Buffet* for maximum of 90 people October 27-29, 2015	3	90	\$	\$
5	Audiovisual-Screen, Projector, Sound system, podium October 27-29 2015	3	all	\$	\$
6	Computer-English – with Wi Fi and setup to run PowerPoint Presentation October 27-29, 2015	3	1	\$	\$
7	Microphones for each table of participants, two microphones at the head table and one lapel microphone for speaker October 27-29, 2015	3	all	\$	\$
8	Black & white copied or printed page		1000	\$	\$
9	Color copied or printed page		200	\$	\$
10	Sleeping Rooms w/breakfast & WIFI, maid & porter charges must be included October 26-30, 2015	4	90	\$	\$
11	Transportation Airport-Hotel-Airport (maximum 90)	R /Trip	90	\$	\$
12	Valet Parking	3	40	\$	\$
GRAND TOTAL					\$

Coffee Break* Description: *Must include coffee, tea, juice and three different finger foods (pastries) per person. (Selection from option list will be made after contract award. Include 10% service tax*

Lunch Buffet* Description: *Must include at least two different types of meat, carbohydrates and vegetables. Lunch Buffet must also include one drink per person. (Selection from option list will be made after contract award. Price must include 10% service tax. Number of lunches may increase by 40 to 130 with local participants*

Contractor must provide at least three menu options for the coffee breaks and lunch buffet that are within the quoted price. Menu should vary from one day to the next. FAR 52.212-1, Instructions to Offerors-Commercial Items, applies to this acquisition. Award will be made to the best value priced, technically acceptable offer. FAR clause 52.212-4, Contract Terms and Conditions-Commercial items, applies to this acquisition. The following FAR clauses in paragraph (b) of FAR 52.215-5, Contract Terms and Conditions to Implement Statutes or Executive Orders - Commercial Items, will apply to the resultant contract: 52.203-10, Price or Fee Adjustment for Illegal or Improper Activity, 52.222-50, Combating Trafficking in Persons (52.225-13, Restrictions on Certain Foreign Purchases, 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332). FAR clauses 52.217-8 Option to Extend Services, 52.217-9 Option to Extend the Term of the Contract (MAR 2000) and 52.232-19, Availability of Funds for the Next Fiscal Year will apply to the resultant contract. The following DOSAR provisions/clauses will also apply: 652.206-70, Competition Advocacy/Ombudsman; 652.214-71, Authorization to Perform; 652.225-70, Arab League Boycott of Israel; 652.225-71, Section 8(a) of the Export Administration Act of 1979, as Amended; 652.242-70, 's Representative; and, 652.243-70, Notices. **All offerors must include with their offer (1) A completed copy of FAR 52.212-3, Offeror Representations and Certifications - Commercial Items and (2) A completed item table (see above) with their prices.** Use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov> to see the links to the FAR and DOSAR. Offers are due by **9:00PM, Thursday July 23, 2015**. All responsible sources may submit an offer that shall be considered. If there are any questions regarding this solicitation please contact **Teresa R. Guardia, 207-7309, fax 207-7141, email: GuardiaTR@state.gov.**

 Hotel name

 Printed Name /Signature

 Date