



*Embassy of the United States of America*

Panama, Republic of Panama  
August 29, 2015

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit on Tuesday **August 25, 2015** Solicitation Number  
SPM07015Q0068 Pool Awning Repair

**Introduction**

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

**Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted:

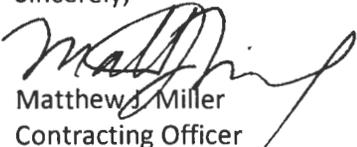
- Solicitation Due Date and Time:  
10:00 a.m, September 9, 2015.  
No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
  - Submission of quotations  
VOLUME I (signed SF18 and attachment 2 "Breakdown of proposal price by divisions of specifications)  
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 A001.

**Conclusion**

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

Sincerely,  
  
Matthew J. Miller  
Contracting Officer

Enclosures: Questions and Answers, Amendment A001