Embassy of the United States of America

Panama, Republic of Panama
August 29, 2015

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit on Wednesday ***August 26, 2015*** Solicitation Number SPM07015Q0069 Repair MPR & Motor Pool Offices

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 10, 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.

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