



Panama, Republic of Panama

August 29, 2015

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit on Thursday **August 27, 2015** Solicitation Number SPM07015Q0073 Interior CMR Paint

Introduction

All attendees were welcomed and the US Embassy representatives were introduced: Facilities Manager, Jeffrey Walker; Facilities Maintenance Supervisor Jose Caballero 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 11, 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 is Questions and Answers and the 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 and Amendment A001