United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama
March 3, 2016

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit of ***Tuesday March 1, 2016, at the US Embassy Panama***
Solicitation Number SPM070-16-Q-0018 – MSG Painting Project

Introduction

All attendees were welcomed and the US Embassy representatives were introduced: the Facility Manager Jeffery Walker and the Procurement Representative Maruquel Reyes.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
  - 10:00 a.m., March 7, 2016.
  - No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
  - Submission of quotations
    - Volume 1 - Executed Standard Form 18 including a completed Attachment 2, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS"
    - Volume 2 - Performance schedule in the form of a "Project Timeline" 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 17).

Questions and Answers
Attached as an enclosure to these minutes are the questions asked and the Government's responses.

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

Sincerely,

Matthew Miller
Contracting Officer

Enclosures: Questions and Answers