United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama
March 1, 2016

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-16-Q-0019 - Pool Awning Repair

The Embassy of the United States of America invites you to submit a quotation to repair the Consular Office & Lactation Room, Demetrio B. Lakas Ave., Clayton, Panama City, Republic of Panama.

A site visit has been scheduled for **10:00am on March 4, 2016.** Prospective offerors are required to confirm their attendance in order to be able to enter the premises. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than **COB March 4, 2016**, and should be sent to Ms. Teresa Guardia by fax (507-317-5141) or by e-mail (Guardiatr@state.gov) or PNMPROCREQ@state.gov.

Your quotation may be submitted electronically via e-mail to: **Guardiatr@state.gov**, or you may submit your quotation in a sealed envelope marked "Quotation Enclosed" to the above address. The deadline for receipt of electronic and hard copy quotations is **10:00 a.m.** local time, on **March 15, 2016**,. No quotations will be accepted after this time. In order for a quotation to be considered, you must also complete and submit the following:

1. Executed Standard Form 18 including a completed Attachment 2, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS".
2. Performance schedule in the form of a "Project timeline"
3. Business Management/Technical Proposal.
4. Additional information as required in Section L.

Direct any questions regarding this solicitation in writing to **Matthew Miller**, Contracting Officer, questions must be written in English and may be sent to fax number **317-5141** or e-mail to: **Guardiatr@state.gov or** PNMPROCREQ@state.gov**.** You may also call **317-5309**.

Sincerely,

Matthew Miller
Contracting Officer