



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama

Thursday, March 10, 2016

Dear Prospective Offeror:

Subject: Request for Quotations number SPM07016~~M0205~~

Q0021 2yr

Enclosed is a Request for Quotations (RFQ) for Books. If you would like to submit a quotation, follow the instructions in Section 4 of the solicitation, complete the required portions of the attached document, and submit it to the following address or e-mail:

- *United States Embassy Panama*
Building 783, Demetrio B. Lakas Ave.
Clayton, Panama

- *SanchezZ@state.gov*

Please submit your quotation in a sealed envelope marked "Quotation Enclosed" to the above address or e-mail. The deadline for receipt of quotations is at the 1200 hours (12:00 p.m.) local time, on 03/25/2016. No quotations will be accepted after this time.

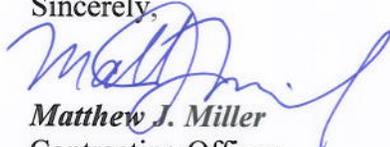
In order for a quotation to be considered, you must also complete and submit the following:

- SF-1449 (blocks 17, 24 and 30). Block 24 should list the total value of the quote for the base year.
- Section 1, the Schedule
- Section 5, Representations and Certifications
- Additional Information as required in Section 4.

You will have one week to post your doubts and questions from Mar 15 – 21st and those will be answered and posted in the webpage. Additionally, you could submit requests in writing, in person or by phone call.

The U.S. Government intends to award a contract to the responsible company submitting a clarification technically acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,


Matthew J. Miller
Contracting Officer

Enclosure: as stated.