Embassy of the United States of America

Panama, Republic of Panama
March 16, 2016

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit on Thursday ***March 16, 2016*** Solicitation Number SPM07016Q0025 Repair Warehouse Receiving Area

Introduction

All attendees were welcomed and the US Embassy representatives were introduced: Facilities Manager, Jeffrey Walker; Contracting Office Matthew Miller; Warehouse Supervisor Ladonna Sales and Procurement Representative Teresa Guardia.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
  3:00p.m, March 28, 2016.
  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 "Project Timeline", BOM, 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 as well as the solicitation 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 Miller
Contracting Officer

Enclosures: Amendment A001 & Questions and Answer

Apartado Postal 0816-02561, Panamá, República de Panamá
Teléfono: 317-5000 • Fax: 317-5568