



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama

March 22, 2016

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM07016Q0026 International Book Fair Atlapa

Enclosed is a Request for Quotations (RFQ) for the design, build-out, wire and furnish three (3) meeting spaces at Panama International Book Fair in ATLAPA . If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

A site visit has been scheduled for 10:00am on April 6, 2016. Prospective offerors are encouraged to email their assistance by 10:00am on April 1, 2016 to guardiatr@state.gov. 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: PNMPROCREQ@state.gov . You may also call **317-5309**.

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 p.m. local time, on April 12, 2016**.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order 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,

A handwritten signature in black ink, appearing to read "Ladonna Sales".

Ladonna Sales
Contracting Officer