



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama
May 17, 2016

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-16-Q-0042 – Drainage Repair & Extend Patio Embassy Pool

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 May 19, 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 **5:00pm May 20, 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 **June 1, 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.

A registration in the System for Award Management (SAM) is required pursuant to FAR provision 5.207, and prospective offerors are encouraged to register prior to the submittal of quotations/proposals. All information on the SAM system and the registration can be found on the SAM homepage: <https://www.sam.gov/portal/SAM/#1>

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