



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama
September 1, 2016

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit on Tuesday **August 23, 2016** Solicitation Number SPM070-16-Q-0073 for Security Cameras in the Chief of Mission Residence (CMR), La Cresta

Introduction

All attendees were welcomed and the US Embassy representatives were introduced: the Security Office, David Ubben, Hanssel Garcia and Gabriel Camarena, Facilities Manager, Jeffrey Walker; and Procurement Representatives Malena Dawson and Maruquel Reyes.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time: **September 2, 2016 at 11:00 am.**
No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
 - Submission of quotations
 - Executed Standard Form 1449 including a completed. (Blocks 17, 30, 11 SCHEDULE (e) & (f).
 - Section 1, The Schedule
 - Section 5, Representations and Certifications
- Evaluation Factors for Award:
Lowest priced, technically acceptable, responsible offeror (Refer to Section 4).
- Questions and Answers
All questions must be submitted in written form no later than 11:00 a.m. on August 25, 2016.

Comments

Attached as an enclosure to these minutes are the questions and answers.

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: Questions and Answer