United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama

Monday, August 24, 2016

Dear Prospective Offeror:

Subject: Request for Quotations number SPM07016Q0079

Enclosed is a Request for Quotations (RFQ) for Smart Boards. 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 1700 hours (5:00 p.m.) local time, on 09/06/2016. 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.
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 Aug 24 – Aug 29 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.