



Panama, Republic of Panama

August 29, 2016

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit on Thursday **August 24, 2016** Solicitation Number SPM07016Q0085 Repair Container Support

Introduction

All attendees were welcomed and the US Embassy representatives were introduced: Facilities Manager, Jeffrey Walker ; 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:
11:00a.m, September 8, 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