



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama
August 17, 2016

Dear Prospective Offeror:

Subject: Request for Proposal number *SPM07016Q0073*

Enclosed is a Request for proposals (RFQ) for delivery and installation of security cameras. If you would like to submit a proposal, follow the instructions in Section 4 of the solicitation, complete the required portions of the attached document, and submit it to the following address:

*U.S. Embassy Panama
General Services Office - Procurement
Demetrio Lakas Street, Bldg. 783, Clayton
Panama City, Panama*

Your proposal may be submitted electronically via e-mail to: *PNMPROCREQ@state.gov*, or you may submit your proposal in a sealed envelope marked "Quotation Enclosed" to the above address. The deadline for receipt of electronic and hard copy quotations is *11:00 a.m.* local time, on *September 2, 2016*. No proposals will be accepted after this time.

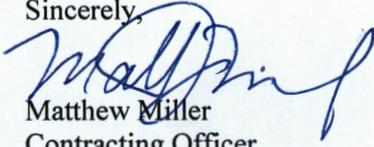
In order for a proposal to be considered, you must also complete and submit the following:

1. SF-1449 (blocks 17, 30, 11 SCHEDULE (e) & (f).
2. Section 1, The Schedule
3. Section 5, Representations and Certifications
4. Additional Information as required in Section 4.

Direct any questions regarding this solicitation in writing to *Matthew Miller*, Contracting Officer. Questions must be written in English and may be emailed to *PNMPROCREQ@state.gov* or sent to fax number 317-5141 no later than August 25, 2016.

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/#>

The U.S. Government intends to award a contract to the responsible company submitting an acceptable proposal 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 Miller
Contracting Officer

Enclosure:
As Stated.