



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama
August 17, 2016

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SPM070-16-Q-0075 for replacing Kitchen Cabinets in the Chief of Mission Residence (CMR) , La Cresta.

Dear Prospective Offeror:

The Embassy of the United States of America invites you to submit a quotation for the Kitchen Upgrade in the Chief Mission Residence (CMR) , La Cresta, Panama City, Republic of Panama.

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Quotation (RFQ).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236-27) on **Aug. 19, 2016 at 10:00am**. Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than **Aug. 22, 2016 at 1:00 pm** and should be sent by email to **PNMPROCREQ@state.gov** .

All prospective offerors who have received a solicitation package are invited to attend. The site visit will be held at the **Chief of Mission Residence (CMR), La Cresta Panama City, Republic of Panama**.

Your proposal may be submitted electronically via e-mail to: **PNMPROCREQ@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 on **August 31, 2016 at 3:00 pm** local time. No quotations will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

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

1. Section A and Attachment 1, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

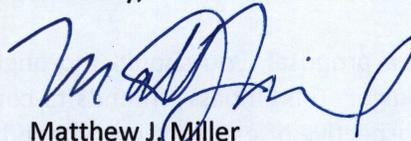
Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy for determining the amount or quantities of materials required.

The construction completion time is 60 calendar days after receiving the notice to proceed commencing on 5 days after receiving the award letter.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to **Matthew J. Miller** by letter or email PNMPROCREQ@state.gov during regular business hours.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matthew J. Miller', is written over the typed name.

Matthew J. Miller
Contracting Officer