



*Embassy of the United States of America*

Panama, Republic of Panama

August 28, 2009

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit of *Wednesday, August 26, 2009, at the Fuel Dispensing Pump Station in the New Embassy Compound (NEC)*.  
Solicitation Number SPM070-09-Q-0041 – Fuel Canopy for the Pump Station.

### **Introduction**

All attendees were welcomed and the US Embassy representatives were introduced: the Contracting Officer (CO), Carolee Cooper, the Contracting Officer Representative (COR), Elias Cartin and the Procurement Representatives, Malena Dawson and Nadia Mariel Casira.

### **Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
  - 11:00 a.m., Monday, September 7, 2009 (Refer to the SF18 – Block 10).
  - No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
  - Must follow all guidelines (Refer to Section J & L).
  - The SF18 must be signed and turned in to be considered complete.
- Evaluation Factors for Award:
  - Lowest priced, technically acceptable, responsible offeror (Refer to Section K – page 22).

Some revisions resulted from the site-visit which will be corrected through Amendment A001 to the solicitation. Amendment A001 is attached as an enclosure to these minutes.

### **Questions and Answers**

Attached as an enclosure to these minutes are the questions asked and the Government's responses.

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**Conclusion**

The Site-Visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.

Sincerely,

  
Carolee Cooper  
Contracting Officer

Enclosures: Amendment A0001  
Questions and Answers