

Panama, Republic of Panama

February 2, 2010

To All Prospective Offerors:

Enclosed is an Invitation to Tender for a licensing agreement for Operation of Cafeteria Services at the US Embassy **Panama**. Section 1 consists of the proposed Licensing Agreement, which would be executed between the Embassy and the selected operator. That Agreement consists of the main document, plus three exhibits:

- Exhibit A - Performance Required Under the Licensing Agreement
- Exhibit B - Licensor-Furnished Property
- Exhibit C - Holiday Schedule

Section 2 contains instructions for tender preparation as well as the methodology to be used by the Embassy in evaluation of tenders and for award of the Licensing Agreement.

Tender Submission and Due Date

All tenders must be submitted to the following address:

*Carolee Cooper*  
*U.S. Embassy Panama*  
*Bldg. 783, Demetrio Lakas Street*  
*Clayton, Panama*

All tenders must be received by the Embassy not later than **11 a.m., Wednesday, February 24, 2010**. Tenders received after this date and time will be rejected without further consideration.

Points of Contact

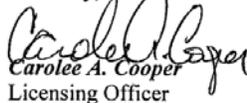
Direct all questions regarding this Invitation for Tenders to the following individual:

*Teresa Guardia, Procurement Agent, 207-7309*

There will be a site visit that will allow interested parties the opportunity to pose any questions they may have concerning the Invitation for Tenders and to view the site where the services are to be provided. This conference will be held at **10:00 a.m., Tuesday, February 9, 2010**. Please notify the above individual if anyone from your firm wishes to attend. Questions regarding this Invitation for Tender should be submitted in writing to [PNMPROCREQ@state.gov](mailto:PNMPROCREQ@state.gov) at least two days before the scheduled date of the conference.

Thank you for your interest in this action.

Sincerely,

  
*Carolee A. Cooper*  
Licensing Officer

Enclosures: as stated.