



Embassy of the United States of America

Panama, Republic of Panama

September 17, 2009

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit of *Tuesday, September 15, 2009, at the Basketball Court in the New Embassy Compound (NEC)*.
Solicitation Number SPM070-09-Q-0044 – Roof for the Basketball Court.

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., Wednesday, September 23, 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 20).

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