Embassy of the United States of America

Panama, Republic of Panama

August 24, 2009

Dear Prospective Offeror:

SUBJECT: Request for Quotations Number SPM070-09-Q-0041 – Canopy for the Fuel Dispensing Pump Station at the New Embassy Compound.

The Embassy of the United States of America invites you to submit a quotation for ***the Canopy for the Fuel Dispensing Pump Station at the New Embassy Compound (NEC) located in Clayton, Panama City, Panama.***

U.S. Embassy Panama
Demetrio Lakas Street, Bldg. 783, Clayton
Panama City, Panama

A site visit has been scheduled for ***Wednesday, August 26, 2009 at 9:00 a.m.*** Prospective offerors are encouraged to submit any questions concerning the solicitation documents as far in advance of the site-visit as possible, so that responses can be provided at the visit. Questions must be submitted in writing, and should be sent to Ms. Nadia Casira by fax (507-207-7141) or by e-mail (Casiranm@state.gov).

Your quotation may be submitted electronically via e-mail to: ***CasiraNM@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 ***11:00 a.m.*** local time, on ***September 7, 2009***. No quotations will be accepted after this time. In order for a quotation to be considered, you must also complete and submit the following:

1. Signed SF-18 including a completed Attachment 1, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS".
2. Performance schedule in the form of a "bar chart" and Business Management/Technical Proposal, as requested in Section J.2;
3. Additional information as required in Section L.

Direct any questions regarding this solicitation in writing to ***Carolee Cooper***, Contracting Officer, questions must be written in English and may be sent to fax number **207-7141** or e-mail to: ***CasiraNM@state.gov.*** You may also call ***207-7486.***

Sincerely,

Carolee Cooper
Contracting Officer
American Embassy Panama
9100 Panama City Place
Washington, DC 20521-9100
Phone: (507) 207-7000 Fax: (507) 317-5568