LOCAL ADVERTISEMENT/SOLICITATION FOR COMMERCIAL ITEM

The U.S. Embassy in ***Panama*** has a requirement ***to rent a conference room with audiovisual equipment in a centrally located hotel no farther than two miles from the Embassy to include two coffee breaks and lunch buffet during 10 days (April 19 to April 30, 2010).*** The conference will take place only on weekdays (Monday thru Friday) starting at 8:00am to 4:00pm. Please note that this is a combined synopsis/solicitation for a commercial item, prepared in accordance with the format FAR 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. The solicitation number is ***SPM070-10-Q-0014*** and is issued as a Request for Quotation. The solicitation/contract will include all applicable provisions and clauses in effect through ***FAC 2005-38***. Items to be acquired:

Item	Description	Number days	Qty	Unit Price	Total for 10 days
1	**Conference Room for 29 people in a classroom setup**	**10**	**1**	**$**	**$**
2	**Morning Coffee Break* for 29 people**	**10**	1	$	$
3	**Afternoon Coffee Break * for 29 people**	**9**	1	$	$
4	**Lunch Buffet* for maximum of 29 people**	**10**	1	$	$
5	**Meeting room for 10-12 people**	**10**	**2**	$	$
6	**Internet Connection**	**10**	1	$	$
				GRAND TOTAL	$

Morning Coffee Break* Description: ***Must include coffee, tea, juice and three different finger foods per person. (Selection from option list will be made after contract award).***

Afternoon Coffee Break* Description: ***Must include coffee, tea and sodas with three different finger foods per person. (Selection from option list will be made after contract award).***

Lunch Buffet* Description: ***Must include at least two different types of meat, carbohydrates and vegetables. Lunch Buffet must also include one drink per person. (Selection from option list will be made after contract award).***

Contractor must provide at least three menu options for the coffee breaks and lunch buffet that are within the quoted price. Menu should vary from one day to the next. FAR 52.212-1, Instructions to Offerors-Commercial Items, applies to this acquisition. Award will be made to the best value priced, technically acceptable offer. FAR clause 52.212-4, Contract Terms and Conditions-Commercial items, applies to this acquisition. The following FAR clauses in paragraph (b) of FAR 52.215-5, Contract Terms and Conditions to Implement Statutes or Executive Orders - Commercial Items, will apply to the resultant contract: 52.203-10, Price or Fee Adjustment for Illegal or Improper Activity, 52.222-50, Combating Trafficking in Persons (AUG 2007), 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006), 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332). FAR clauses 52.217-8 Option to Extend Services (Nov 1999), 52.217-9 Option to Extend the Term of the Contract (MAR 2000) and 52.232-19, Availability of Funds for the Next Fiscal Year will apply to the resultant contract. The following DOSAR provisions/clauses will also apply: 652.206-70, Competition Advocacy/Ombudsman; 652.214-71, Authorization to Perform; 652.225-70, Arab League Boycott of Israel; 652.225-71, Section 8(a) of the Export Administration Act of 1979, as Amended; 652.242-70, 's Representative; and, 652.243-70, Notices. **All offerors must include with their offer (1) A completed copy of FAR 52.212-3, Offeror Representations and Certifications - Commercial Items and (2) A completed item table (see above) with their prices**. Use the Dept. of State Acquisition Website at http://www.statebuy.state.gov to see the links to the FAR and DOSAR.

Offers are due by ***3:00PM, Wednesday, March 17, 2010.*** All responsible sources may submit an offer that shall be considered. If there are any questions regarding this solicitation please contact ***Teresa R. Guardia, 207-7309, fax 207-7141, email: GuardiaTR@state.gov.***

_____	_____	_____
Hotel name	***Printed Name / Signature***	***Date***