



Embassy of the United States of America

Panama, Republic of Panama

Wednesday, May 19th, 2010

Dear Prospective Offeror/Quoter:

The Embassy of the United States of America invites you to submit a firm fixed price for the purchase of ADP Components. The Request for Quotation (RFQ) 0031 consists of the following sections:

1. Standard Form SF-1449
2. Basic information, scope of work and technical qualifications
3. Instructions, late quotation rules and evaluation method
4. Clauses for PO and BPA's Awarded by Overseas Contracting Officers

The Embassy plans to award a purchase order. You are encouraged to make your quote competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ0031 carefully, and if you are interested, submit your quotation. Return the completed SF-1449 to the address shown in Block 9 of the SF-1449 by 11:00 am, Friday, May 28th 2010. Point of contact is Ms. Yenny Guillory, telephone No. 207-7049. Late quotations or oral quotations will not be accepted.

Sincerely,

A handwritten signature in black ink, appearing to read "S Bowers".

Scott Bowers
Contracting Officer

Enclosures: As stated.