



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama
July 29, 2021

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number 19PM0721Q0083 for the U.S. Embassy Panama Switch Gear PM Services

The Embassy of the United States of America invites you to submit a quotation for the preventive Maintenance of the U.S. Embassy Panama Switch Gears, in Demetrio B. Lakas Avenue, Clayton, Republic of Panama.

Your quotation may be submitted electronically via e-mail to: dawsonmc@state.gov and PNMPROCREQ@state.gov. The deadline for receipt of electronic quotations is **August 16, 2021 at 5:00pm local time**. 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. Filled Standard Form 18.
2. Business Management/Technical Proposal.
3. Additional information as required in Section 3.
4. Filled Section 5.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

All contractors have to be registered in the SAM (System for Award Management) Database <https://www.sam.gov> prior to contract award pursuant to FAR provision 52.204-7. Therefore prospective offerors are encouraged to register prior to the submittal of quotations/proposals.

Prospective offerors are encouraged to submit questions in writing concerning the solicitation documents no later than close of business **August 9, 2021**. Direct any questions regarding this solicitation in writing to **Timothy Carpenter**, Contracting Officer, any questions must be written in English and may be sent by-mail to: dawsonmc@state.gov and PNMPROCREQ@state.gov.

Sincerely,

A handwritten signature in cursive script that reads "Tim Carpenter".

Timothy Carpenter
Contracting Officer

Enclosure