

LOCAL ADVERTISEMENT/SOLICITATION FOR COMMERCIAL ITEM

The U.S. Embassy in **Panama** has a requirement to procure **Custom Made Furniture** 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 **19PM0726Q0003** and is issued as a Request for Quotation. The solicitation/contract will include all applicable provisions and clauses in effect through **FAC 2025-06 10/01/2025**. Items to be acquired are:

CLIN #	Description	QTY	Unit of Measure	Price (USD)	TOTAL PRICE (USD)
1	Folding wall break table, to be installed directly on the wall, in dark wood color or similar. Support beams to engage when opened only. Measurements: 1.20m width x 0.40m deep - 1.20m tall (floor to bottom of table - installation height to be determined on site based on final highchair height). ////Mesa de descanso abatible, para instalarse directamente en la pared, en color madera oscura o similar. Vigas de soporte que se activan únicamente cuando la mesa está abierta. Medidas: 1.20m de ancho x 0.40m de profundidad – altura de instalación desde el piso hasta la parte inferior de la mesa: 1.20m. (altura final de instalación se determinará en el sitio según la altura final de la silla alta (See reference picture).	1	each		
2	Reception: L-Shaped Receptionist Cubicle, constructed with melamine-veneered board 25mm thick, wenge color or similar, with frosted glass top cover on the counter area. (SEE REFERENCE PICTURE) The desk includes: -Three (3) circular cable pass-through grommets. -Slotted grommet cover for cable management. -Finished side panel to ensure privacy. Furniture Dimensions: -Width: 1.63 m -Long side: 1.40 m -Short side: 0.62 m -Height of exterior panels: 1.30 m Heights and Depths: -Work surface height (floor to internal desk surface): 0.75 m (leg clearance). -Front counter height (floor to counter top): 1.30 m -Front desk depth: 0.60 m -Side extension desk depth: 0.50 m //// Cubículo de recepción en forma de “L”, fabricado en tablero enchapado en melamina con grosor de 25mm, color wengué o similar, con cubierta superior de vidrio esmerilado en el área de mostrador. El escritorio incluye: -Tres (3) pasacables circulares. -Tapa pasacables ranurada para gestión de cables. -Panel lateral acabado para garantizar privacidad. Dimensiones del mueble: -Ancho: 1.63 m. -Lado largo: 1.40 m. -Lado corto: 0.62 m.	1	each		

	-Altura de paneles exteriores: 1.30 m. -Alturas y profundidades: -Altura de superficie de trabajo (del piso a la superficie interna): 0.75 m (altura libre para piernas). -Altura del mostrador frontal (del piso a la parte superior): 1.30 m. -Profundidad del escritorio frontal: 0.60 m. -Profundidad de la extensión lateral: 0.50 m.				
3	Operations: L-shaped desk, veneered in melamine, WENGE color, 25 mm thick. Includes three (3) grommets with removable covers for the passthrough of cables. Six metallic legs in dark gray matte. Features an L-shaped glass panel to cover the front and partially on the side with a dark color metallic frame, with frosted paper installed from desk level downward (0.80m to floor) to provide privacy under the desk from the audience. Panel dimensions: 1.70m (front panel length) x 0.90m (lateral panel length) x 1.30m (all panel height). Front Desk: 1.60m long x 0.60m deep; Lateral Desk: 1.00m long x 0.50m deep. //// Escritorio en forma de “L”, enchapado en melamina, color wengué, de 25 mm de espesor. Incluye tres (3) pasacables con tapas removibles para el paso de cables. Seis patas metálicas en color gris oscuro matte. Presenta un panel de vidrio en forma de “L” para cubrir el frente y parcialmente el lateral, con marco metálico de color oscuro, con papel esmerilado instalado desde el nivel del escritorio hacia abajo (0.80m hasta el piso) para proporcionar privacidad bajo el escritorio desde la audiencia. Dimensiones del panel: 1.70m (largo del panel frontal) x 0.90m (largo del panel lateral) x 1.30m (altura de todos los paneles). Escritorio frontal: 1.60m de largo x 0.60m de profundidad; escritorio lateral: 1.00m de largo x 0.50m de profundidad. (See reference picture)	1	each		
4	Chief Office: Versatile L-shaped desk, melamine veneer, WENGE color or similar, 25mm thick. Including three (3) grommets with slotted grommet covers for the passthrough of cables. Metallic rust resistant legs. Measurements: 1.40 m side desk / 1.80m front desk x 0.60 m deep on all sides x 0.75 desk hight. Make desk adjustable so that L can be left or right side. //// Escritorio versátil en forma de “L”, enchapado en melamina, color wengué o similar, de 25 mm de espesor. Incluye tres (3) pasacables con tapas ranuradas para el paso de cables. Patas metálicas resistentes a la corrosión. Medidas: escritorio lateral de 1.40 m / escritorio frontal de 1.80 m x 0.60 m de profundidad en todos los lados x 0.75 m de altura. Escritorio ajustable para que la “L” pueda ubicarse del lado izquierdo o derecho. (See reference picture)	1	each		
5	Small filing cabinet in melamine finish, in WENGE color, with three (3) TOTAL (two (2) small drawers and one (1) larger for filing), with internal lock and key, and on wheels. Aprox. Measurements: 0.60m high x 0.39m wide x 0.53m deep. (These are to be used with CLNN 2, 3, and 4) and must match color and style, and fit under desks.	3	each		

	//// Pequeño archivador con acabado en melamina, color wengué, con tres (3) gavetas en total (dos (2) pequeñas y una (1) grande para archivo), con cerradura interna y llave, y con ruedas. Medidas aproximadas: 0.60 m de alto × 0.39 m de ancho × 0.53 m de profundidad. (Estos serán utilizados con CLNN 2, 3 y 4) y deben coincidir en color y estilo, así como tener la medida correcta para colocarse debajo de los escritorios. (See reference picture)				
6	Operations: Linear desks like cubicles paired together in lines of 2, melamine-veneered, in WHITE color, 25 mm thick. Includes small drawers, and grommets for computer cabling. Front and side divider panel with a height of 0.30m from desk level, covered with light gray fabric. The desk must include a modesty panel below the desk, made of durable, easy-to-clean material in white, matching the desk color. Furniture dimensions: 1.00m wide × 0.60m deep × 0.75m desk high. 8 Total lines of 2 desks each. Desks must come Cabled with power outlets and internet cabling and 2 outlet boxes (or one double) for a min of 4 plugs in each desk, run within desk plug in ready to side wall. 4 lines with plug in read on left side, 4 lines with plug in ready on right side. //// Escritorios lineales tipo cubículos en pares, puestos en líneas de 2, fabricados en melamina enchapada color blanco con espesor de 25 mm. Incluyen grommets pequeñas y aberturas para cableado de computadoras. Incorporan panel divisor frontal y lateral con una altura de 0.30 m desde el nivel del escritorio, tapizados en tela color gris claro. Cada escritorio debe contar con un panel de modestia inferior, fabricado en material resistente, fácil de limpiar, en color blanco a juego con el escritorio. Las dimensiones de cada mueble son 1.00 m de ancho × 0.60 m de fondo × 0.75 m de altura. Se requieren 8 líneas de 2 escritorios cada una, debidamente cableados con tomas de corriente y cableado de internet, e incluir 2 cajas de tomacorrientes (o 1 doble) con un mínimo de 4 enchufes en cada escritorio, con el cableado interno listo para conexión a la pared lateral. De estas, 4 líneas deben contar con salida preparada hacia el lado izquierdo y 4 líneas con salida preparada hacia el lado derecho. (See reference picture)	16	each		
7	Server Room: Linear desk paired together in line of 3, melamine-veneered, in WHITE color, 25 mm thick. Includes small drawers, and openings for electrical and Internet cabling. Front and side divider panel with a height of 0.30m from desk level, covered with light gray fabric. The desk must include a modesty panel below the desk, made of durable, easy-to-clean material in white, matching the desk color. Desks must come Cabled with power outlets and internet cabling and 2 outlet boxes (or one double) for a min of 4 plugs in each desk, run within desk plug in ready to side wall. Furniture dimensions: 1.20m wide × 0.60m deep × 0.75m desk high. 1 Total line of 3 desks each. //// Escritorio lineal puestos en línea de 3, enchapado en melamina, en color BLANCO, de 25mm de espesor. Cuenta con cajillas, entradas y salidas para el cableado electrico, ademas para el cableado de Internet. Los escritorios deben entregarse cableados con tomas de corriente y cableado de internet, e incluir 2 cajas (o 1 doble) de tomacorrientes con	3	each		

	un mínimo de 4 enchufes en cada escritorio, con el cableado interno listo para conexión a la pared lateral. Panel divisorio frontal y lateral de una altura de 0.30m desde el nivel escritorio de una tela color gris claro. Escritorio debe incluir un faldon para privacidad por debajo del escritorio en material resistente y de facil limpieza de color blanco al igual que el color del escritorio. Medidas mueble: 1.20m de ancho x 0.60m de profundidad x 0.75m de altura de escritorio. 1 linea de 3 escritorios juntos. (See reference picture)				
8	Small filing cabinet in melamine finish, in WHITE color, with three (3) TOTAL two (2) small drawers and one (1) larger for filing), with internal lock and key, and on wheels. Aprox. Measurements: 0.60m high x 0.39m wide x 0.53m deep. These are to be used with CLNN 7 and must match color and style, and fit under desks. //// Pequeño archivador con acabado en melamina, color wengué, con tres (3) gavetas en total (dos (2) pequeñas y una (1) grande para archivo), con cerradura interna y llave, y con ruedas. Medidas aproximadas: 0.60 m de alto x 0.39 m de ancho x 0.53 m de profundidad. Estos serán utilizados con CLNN 7 y deben coincidir en color y estilo, así como ajustarse para colocarse debajo de los escritorios. (See reference picture)	3	each		
9	Small Conf. Room: Elegant Rectangular Office Conference Table with soft edges, melamine top finish in WENGE color, with a center heavy support base and frame (black metallic preferred). Sits 6 people, Sturdy base, does NOT tip when weight pressed on one side. Base allows for chairs to sit around the table without running into table legs. Measurements: 1.80m x 1.00m x 0.75m height. //// Mesa de conferencias elegante, rectangular con bordes suaves, para reuniones de oficina, con superficie enchapada en melamina color WENGE, con base y estructura central de soporte pesado (preferiblemente metálica en color negro). Capacidad para 6 personas, base resistente que no se inclina al aplicar peso en un solo lado. La base permite que las sillas se ubiquen alrededor de la mesa sin chocar con las patas. Medidas: 1.80m x 1.00m x 0.75m de altura. (See Reference Picture)	1	each		
10	Large Conf. Room: Elegant Large Rectangular Conference Table, melamine top finish, in WENGE color or similar and black aluminum legs, each of which contains cable pass-throughs. Capacity for 20 people. Measurements: 6.50m long x 1.80m wide x 0.75m high leg clearance. The middle section of the table shall feature 3 precabled concealed power outlet compartments, each containing four electrical outlets, for a total of twelve (12) outlets. Each compartment must include a discreet push-to-open and push-to-close mechanism, allowing the outlets to remain hidden when not in use. The outlet compartments shall have a black matte metallic finish, for a clean, modern appearance, table must come precabled and plug in ready, and all cabling must be integrated and hidden within the table structure to maintain an organized and professional look.	1	each		

	//// Elegante mesa de conferencias rectangular de gran tamaño, con superficie de melamina en color WENGE o similar y patas de aluminio negro, cada una con pasacables integrados. Capacidad para 20 personas. Medidas: 6.50 m de largo x 1.80 m de ancho x 0.75 m de altura libre para las piernas. La sección central de la mesa debe contar con tres (3) compartimientos ocultos y pre-cableados para tomacorrientes, cada uno con cuatro (4) tomas eléctricas, para un total de doce (12) tomas. Cada compartimiento debe incluir un mecanismo discreto de apertura y cierre mediante presión, permitiendo que los tomacorrientes permanezcan ocultos cuando no estén en uso. Los compartimientos para tomacorrientes deberán tener un acabado metálico negro mate, para una apariencia limpia y moderna. La mesa debe entregarse pre-cableada y lista para conectar, con todo el cableado integrado y oculto dentro de la estructura de la mesa para mantener un aspecto organizado y profesional.				
11	Conf. Room: Credenza, laminated in melamine, in WENGE Color with doors and drawers. Drawers should be filing cabinet size with rails preinstalled for legal size hanging folders. within the cabinet side, two doors with a single dividing shelf in the middle dividing the verticle space. Measurements: 2.75m long x 0.45m deep x 0.86m hight. /// Bufetera, credenza laminada en melamina color wengué con puertas y cajones. Los cajones largos deben ser de tamaño archivador, con rieles preinstalados para carpetas colgantes tamaño legal. En el costado del gabinete, dos puertas con un estante divisor central que divide el espacio vertical. Medidas: 2.75m de largo x 0.45m de profundidad x 0.86m de altura. (See reference picture).	1	each		
12	Reception: Credenza, laminated in melamine, with three (3) sliding doors and internal shelving, in WENGE color. Internal shelving as shown in picture. Note that picture shows 4 doors, the ask is for 3 doors which corresponds with the internal shelving in drawing. Measurements: 2.75m long x 0.45m deep x 0.86m hight. //// Credenza laminada en melamina color wengué, con tres (3) puertas corredizas y estantería interna. La estantería interna será conforme a lo mostrado en la imagen. Nótese que la imagen presenta 4 puertas, sin embargo, lo solicitado es con 3 puertas, lo cual corresponde con la distribución de la estantería interna en el plano. Medidas: 1.60m de largo x 0.40m de profundidad x 0.80m de altura. (See reference picture).	1	each		
13	Local Delivery (Estimated Total Purchase Value)	1	service		
TOTAL					

Additional Requirements for this acquisition:

- Attachment 1 – Layout: Please note that Attachment 1 is provided as a general style and design reference, as well as a guide to illustrate the furniture measurements. The awarded contractor will be required to conduct a site visit to verify and confirm all final measurements

- Partial Offers are not allowed. Offerors are reminded to submit form 52.212-3 “Offerors Representations and Certifications - Commercial Items”; and a completed item table signed below, or a complete detailed, signed offer. Local guarantee and service.
- This is a brand name or equal solicitation. Any brand names mentioned are only for reference and other equivalent brands may be quoted.
- Other delivery conditions: The awarded vendor will exercise good care during delivery to avoid scratches or damage to the furniture. All furniture will be new, never used, equipment/items ONLY, NO grey market or refurbished products.
- This Request for Quotation (RFQ) does not commit the U.S. Government to make any award, and the U.S. Government may cancel this RFQ or any part of it.
- Warranty: Awarded Contractor will provide US Embassy Panama City with a description of the Standard Warranty conditions, indicating expiration date.
- No Luxury Items: No luxury items are permitted (leather, etc.).
- **SAM Registration:** Offerors shall be registered in the SAM (System for Award Management) database at <https://www.sam.gov> prior to submittal of their offer/proposal as prescribed under FAR 4.1102. Failure to be registered at time of proposal submission may deem the offeror’s proposal to be considered non-responsible and no further consideration will be given. Therefore, offerors are highly encouraged to register immediately if they are interested in submitting a response to this requirement.

Delivery Date: 30 Days after award

Delivery Place: SENA FRONT Operations Center in Summit, Panama, Central America. No Other delivery places will be considered.

Set Aside: No set aside or small business standard applies to this acquisition.

NAICS Code: 337214

The following clauses apply to this acquisition:

FAR 52.212-1, Instructions to Offerors - Commercial Items; FAR 52.212-2, Evaluation – Commercial Items: The Government will award the lowest priced, technically acceptable offer.

The following contract clauses also apply:

FAR Clause 52.212-4, Contract Terms and Conditions-Commercial items, and FAR 52.212-5 apply to this acquisition. The following FAR clauses in paragraph (b) of FAR 52.212-5, Contract Terms and Conditions to Implement Statutes or Executive Orders - Commercial Items, will apply to the resultant contract: (4) [52.203-17](#), Contractor Employee Whistleblower Rights (Nov 2023) ([41 U.S.C. 4712](#)); this clause does not apply to contracts of DoD, NASA, the Coast Guard, or applicable elements of the intelligence community—see FAR [3.900](#)(a)., (32) 52.222-19, Child Labor. Cooperation with Authorities and Remedies (Jan 2025) (E.O.13126), (39) 52.222-50, Combating Trafficking in Persons, (51) 52.225-13, Restrictions on Certain Foreign Purchases (55) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (May 2024) (E.O. 13513), (57) 52.232-29 Terms for Financing of Purchases of Commercial Items (Nov 2021), (60) [52.232-34](#), Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) ([31 U.S.C. 3332](#)). The following DOSAR provisions/clauses will also apply: 652.232-70 Payment Schedule and Invoice Submission; 652.242-70 Contracting Officer’s Representative (COR); and 652.242-73 Authorization and Performance.

Offers are due by email to INLPROCPANAMA@STATE.GOV by **3:00PM, December 19, 2025 (Local Time)**. All responsible sources may submit an offer that shall be considered. If there are any questions regarding this solicitation please submit in writing to Claudia Burke, **317-5892 / by, email: INLPROCPANAMA@STATE.GOV no later than 12:00 PM, December 5, 2025.**

Name

Printed Name / Signature

Date